



SecureAssess user guide for centres



March 2015

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Please note that screenshots may differ slightly in graphical style from those in your system. This is because graphics have been customised for the client by BTL. The layout and functionality of the screens in this document will be consistent with your system.

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About this guide

This SecureAssess Centre guide contains all the information you need to use the SecureAssess system to schedule, manage, deliver and invigilate assessments. You will also be able to run assessment results reports.

You should familiarise yourself with the information in this guide and make sure that you read all chapters that are relevant to you and your role before using the SecureAssess System.

If you are a new user please familiarise yourself with how to login to the system and confirm that you understand the User Role and permissions you have been granted, as this will determine the functionality available to you.

AAT Centre Support team contact details

If you require any additional support, please contact the Centre Support team on the details below.

Phone: 0845 863 0797 (UK) or +44 (0)20 7397 3012 (outside of UK)

Email: centre.support@aat.org.uk

Types of assessment

The principal method of assessment for AAT qualifications is computer based assessments (CBAs). AAT produces two types of CBAs:

- Computer based tests (CBTs) – where AAT sets and controls the marking.
- Computer based projects (CBPs) – where AAT sets but devolves the marking to training providers.

AAT qualifications also provide the opportunity for the recognition of prior learning (RPL) and the provision of workplace evidence (WPE), where appropriate.

All assessments must be scheduled through AAT's assessment platform by an approved AAT training provider or Assessment venue.

Computer based tests (CBT)

Levels 1, 2 and 3 CBTs are invigilated and are marked by a computer. Level 4 CBTs are invigilated and include tasks that will be manually marked by AAT.

Live CBTs can only be taken at an AAT approved centre, and are accessed through software called SecureClient.

Computer based projects (CBP)

These are scheduled and marked by training providers. They can be taken at any AAT approved centre, including assessment venues (however this must be agreed with the students training providers).

There are three types of CBPs.

1. Those that are invigilated and do not allow access to unauthorised software.
2. Those that are invigilated but allow access to specific software which is required for the assessment. For example, an assessment for Spreadsheet Software will require access to a spreadsheet software package.
3. Those that are non-invigilated and allow access to all additional software.

Invigilated CBPs are accessed through the SecureClient Central.

Non-invigilated CBPs can be accessed through a web browser from anywhere with an internet connection via student [MyAAT](#) accounts or using the following link:

<https://aat.secureassess.co.uk/secureassess/SecureAssessDelivery.html>

Log into SecureAssess

You can log into the AAT SecureAssess Central 'dashboard' from any internet connected computer using a web browser (Internet Explorer 7 to 10) that has the Flash Player 10.2 or above plug-in.

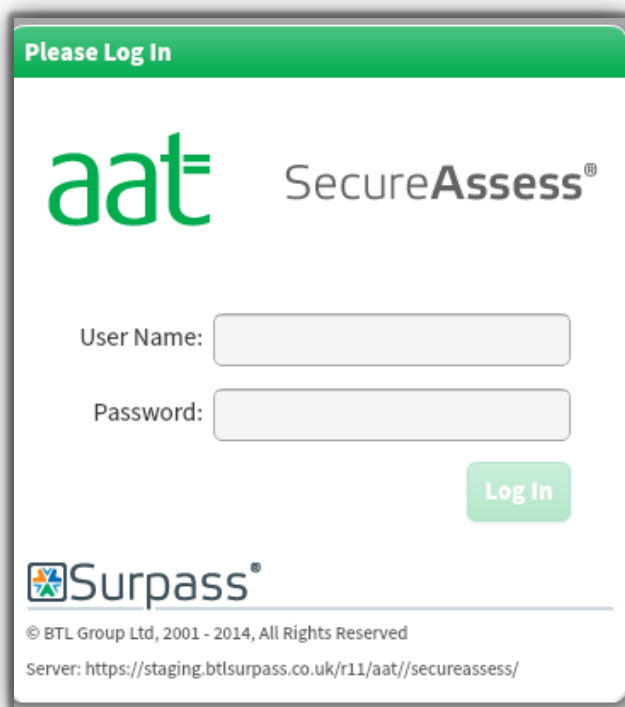
Step 1: Go to the AAT SecureAssess website

To do this either click on the link below or copy it into the address line of your web browser:

<https://aat.secureassess.co.uk>

Step 2: Login screen

The screen will briefly show a grey background, then a loading bar, and then this login box.

The image shows a login window titled "Please Log In". It features the AAT logo and "SecureAssess®" text. There are two input fields: "User Name:" and "Password:". A green "Log In" button is positioned to the right of the password field. At the bottom, there is a "Surpass®" logo, copyright information "© BTL Group Ltd, 2001 - 2014, All Rights Reserved", and a server URL: "Server: https://staging.btl surpass.co.uk/r11/aat//secureassess/".

Step 3: Enter details

Enter your User Name and Password (these are case-sensitive). The previously greyed-out login button will now become active; click 'Log in' to access SecureAssess.

Step 4: SecureAssess interface

On the following page, you will see the SecureAssess central home page.

Standard layout



You should use the tabs along the top of the interface to navigate from one screen to another. Click on a tab to enter that screen. The menu tabs that run along the top of the screen will vary, depending on a user's role.

Most screens within SecureAssess follow the same format. The middle area of the screen contains a table of existing data and beneath this table there are several buttons that allow you to perform actions within that screen. Screens with data will also have search options and filters, which enable you to adjust the information displayed in the table.

Below is a summary of each tab:

Home

The 'Home' tab contains information and updates for you.

Assessment Schedules

The 'Assessment Schedules' tab allows you to schedule students to take assessments as well as see information on other assessments that have been scheduled. You can also edit scheduled assessments by using this tab.

Invigilation

The 'Invigilation' tab provides a dashboard for you to manage and invigilate assessments that are ready to begin, or in-progress.

Marking

The 'Marking' tab can only be accessed by Assessors of CBP's which include RPL and WPE assessments. They can assess any CBP assigned to them from here.

Internal Verification

The 'Internal Verification' tab can only be accessed by Internal Verifiers of CBP's. They can verify any CBP assigned to them from here.

Results

The 'Results' tab provides you with details of students' results and feedback reports.

My Profile

The 'My Profile' tab allows you to edit your own information such as address, phone number and email address. This is also where you can change your password.

View Marked Assessments

The 'View Marked Assessments' screen can only be accessed by Assessors and Internal Verifiers (IVs). Here assessors and IVs can view all completed CBPs scripts taken at their centre(s) and marked by their colleagues.

Centre Statistics

The 'Centre Statistics' tab contains a breakdown of assessments taken at your centre, and their current status.

Please note:

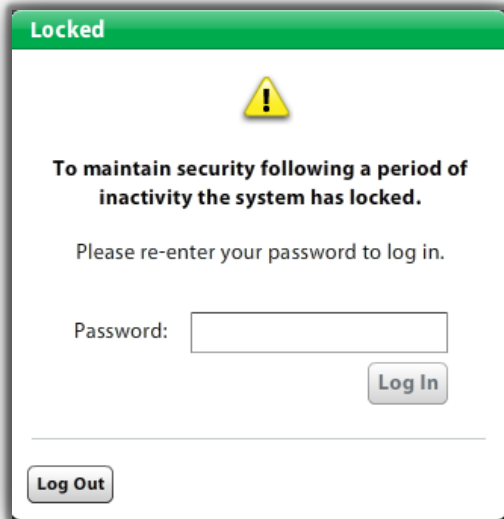
The 'Home' tab will show when you log in. You can use the tabs along the top of the page to access different areas of the system.

The 'Welcome' Home page is displayed for all users regardless of the permissions they have been assigned. The menu tabs running along the top of the screen will vary, depending on your permission

level. The Home page contains information about the system, news items, links to updated FAQs and support contact details. The information section of the Home page will be updated with the latest news.

Inactivity security lock

After a period of inactivity, your session will automatically time out for security reasons. When this happens, you will be presented with a security message prompting you to either log back in or to log out:

A dialog box titled "Locked" with a green header bar. It features a yellow warning triangle icon. The text inside reads: "To maintain security following a period of inactivity the system has locked." followed by "Please re-enter your password to log in." Below this is a "Password:" label next to a text input field. To the right of the input field is a "Log In" button. At the bottom left of the dialog is a "Log Out" button.

Locked

⚠

To maintain security following a period of inactivity the system has locked.

Please re-enter your password to log in.

Password:

Log In

Log Out

To log back in, simply re-enter your password and click the 'Log In' button. This will return you to the same screen you were on before your session timed out.

If you wish to log out completely, click the 'Log Out' button.

Please note: When exiting SecureAssess it is important that you log out of the system correctly, as failure to do so may result in other people gaining access to your information. In order to establish who is logged in to SecureAssess, please see the username next to the 'Log Out' button located at the top-right hand side of the interface, as shown below.

A horizontal bar containing a lock icon, the text "TestUsername", and a "Log Out" button.

🔒 TestUsername Log Out

Active	Centre Name	Qualification	Assessment Name	Candidate	Membership...	Date of Birth	Start Date	End Date	Start Time	End Time	Date Created	Created By	Status	Invig...
✓	AAT Test Centre	Basic costing (AQ2013)	BCST (AQ2013)	Candidate 23, Test	10275740	01/01/1985	05/02/2015	05/02/2015	00:00:00	23:59:00	05/02/2015	Super User	Locked	Yes
✓	AAT Test Centre	Basic costing (AQ2013)	BCST (AQ2013)	PO-can3, TEST	30075692	01/01/1990	05/02/2015	05/02/2015	00:00:00	23:59:00	05/02/2015	syed islam	Locked	No
✓	AAT Test Centre	Budgeting (AQ2013)	BDGT (AQ2013)	PO-can2, TEST	30075691	17/12/1994	06/02/2015	06/02/2015	00:00:00	23:59:00	06/02/2015	Jason Garrett	Locked	Yes
✓	AAT Test Centre	Budgeting (AQ2013)	BDGT (AQ2013)	PO-can4, TEST	30075693	16/06/1966	06/02/2015	06/02/2015	00:00:00	23:59:00	06/02/2015	Jason Garrett	Locked	Yes
✓	AAT Test Centre	Budgeting (AQ2013)	BDGT (AQ2013)	PO-can6, TEST	30075735	02/03/1994	05/02/2015	05/02/2015	00:00:00	23:59:00	05/02/2015	Jason Garrett	Locked	Yes
✓	AAT Test Centre	Computerised accounting (AQ2013)	CPAG - Scenario 2 (AQ2013)	Candidate 23, Test	10275740	01/01/1985	18/02/2015	18/02/2015	00:00:00	23:59:00	18/02/2015	Kate Chillery	Locked	Yes
✓	AAT Test Centre	Computerised accounting (AQ2013)	CPAG - Scenario 2 (AQ2013)	PO-can1, Test	30075681	28/08/1990	16/02/2015	16/02/2015	00:00:00	23:59:00	16/02/2015	Jason Garrett	Locked	Yes
✓	AAT Test Centre	Internal controls and accountin	ISYS - Scenario 1 (AQ2013)	PO-can2, TEST	30075691	17/12/1994	06/02/2015	04/08/2015	00:00:00	23:59:00	06/02/2015	Jason Garrett	Locked	Yes
✓	AAT Test Centre	Internal controls and accountin	ISYS - Scenario 1 (AQ2013)	PO-can1, Test	30075681	28/08/1990	05/02/2015	03/08/2015	00:00:00	23:59:00	05/02/2015	Jason Garrett	Locked	No
✓	AAT Test Centre	Internal controls and accountin	ISYS - Scenario 1 (AQ2013)	PO-can2, TEST	30075691	17/12/1994	05/02/2015	03/08/2015	00:00:00	23:59:00	05/02/2015	Jason Garrett	Locked	No

Working from the top to the bottom of the screen you can see above:

- Login information and the 'Log Out' button towards the top-right of the screen
- Screen tabs (Home, Assessment Schedules, Invigilation, Marking, Internal Verification, Results, My Profile, View Marked Assessments, Centre Statistics)
- Search functions. There are drop down boxes on each column so you can search more effectively by the categories available on the screen. Once you have found the assessment/assessments you are looking for you can then press the Reset Filters button so you can begin a new search. This button is greyed out until a search has been carried out.
- Table of existing entries of information related to the current screen function
- To view multiple pages, please use the page selector button in the bottom left corner of the screen
- Action buttons to perform functions on the current screen. Using the image above as an example, 'Print Invigilation Pack' and 'Create Assessment' represent actions.

Table Re-Sizing

You can adjust the width of a table column by hovering over the column's dividing lines; the mouse pointer will change to a double-headed arrow. At this point, left-click your mouse and drag it left or right to adjust the width of the column.

Sorting Data

You can select a column header to sort the table according to that column. The information displayed will be sorted alphabetically or numerically (depending on the content), in ascending order by default. Select the heading again to sort the column in descending order.

Filtering Information

On many of the screens in SecureAssess, you will be presented with a table of information, organised in horizontal entries (e.g. entries of Assessment Schedules and so on) each with their associated information. This information will be displayed by the qualifications and centres that your account is associated with.

You can filter the data displayed on-screen, through the search and filter options accessible via the column headers.

Some screens also have additional filtering options (for example, in 'Assessment Schedules' screen you can choose to display scheduled assessments that only you have created).

For each field, a small drop-down box appears for you to type into in order to search for particular information. After typing in what you want to search for click the magnifying glass.

Active	Centre Name	Qualification	Assessment Name	Candidate	Membership...	Date of Birth	Start Date	End Date	Start Time	End Time	Date Created	Created By	Status	Invig...
✓	AAT Test Centre	Basic	ISYS	Candidate 23, Test	10275740	01/01/1985	05/02/2015	05/02/2015	00:00:00	23:59:00	05/02/2015	Super User	Locked	Yes
✓	AAT Test Centre	Computerised accounting (AQ20)	CPAG - Scenario 2 (AQ20)	Candidate 23, Test	10275740	01/01/1985	18/02/2015	18/02/2015	00:00:00	23:59:00	18/02/2015	Kate Chillery	Locked	Yes
✓	AAT Test Centre	Internal controls and accountin	ISYS - Scenario 1 (AQ20)	Candidate 26, Test	20000731	01/05/1997	02/10/2014	30/03/2015	00:00:00	23:59:00	02/10/2014	Con Ference	Locked	No

Home

The 'Home' tab will be the first page shown to you when you log on.

This page is updated regularly with important information, it is essential that you take time to read it.

Important notices - please read

- Sunday 22 February 2015 between 08:30 - 11:30 GMT
- Sunday 22 March 2015 between 08:30 - 11:30 GMT

SecureAssess - things to note

There will be, sometimes, noteworthy announcements made regarding SecureAssess:

- Thursday 29 January 18:00 to Friday 30 January 06:00 (GMT)
- April 2015 - date to be confirmed by 16 January

SecureAssess includes the web browser used by your students for non-invigilated Computer based projects such as ISYS.

Following each period of downtime, you must schedule and run a sample Computer based test on each PC before it's used for a live assessment. More details, including guidance on the steps you need to take will be provided in early January via SummingUp.

Please keep your IT department informed of these requirements.

The correct use of void: absent and void: other

Void: absent

The void: absent option should only be selected if the student was absent for the assessment. Reasons for the absence may include

- administrative scheduling errors; for example, wrong student, wrong date, wrong assessment, wrong time, wrong qualification.

Void: other

Once the assessment has started, and it becomes clear that it will not be possible for the student to complete the assessment, training providers should use 'void: other' and confirm the reasons for stopping the assessment.

Please ensure you are running the latest version of SecureClient:

Assessment Schedules

Use this section to schedule new assessments and view or edit the details of existing assessments.

The Assessment Schedules data table lists all assessments currently scheduled (for centres and qualifications to which you have access).

This tab gives information about the assessment, such as assessment name, start date, student details and status (Locked or Editable). Use the search and filter controls within the column headings to filter the information within this table.

Search Filters

You can filter the information on this page the same way as with the Results screen. So you can filter by any column in order to display specific assessments. You can then click Reset Filters on the top right of the screen in order to begin a new search.

Only show invigilated assessments: When this box is ticked the page will only show assessments that have been set to be invigilated.

Only show assessments created by me: When this box is ticked you will only see assessments that have been created with the account that is currently logged in.

Active	Centre Name	Qualification	Assessment Name	Candidate	Membership No.	Date of Birth	Start Date	End Date	Start Time	End Time	Date Created	Created By	Status	Invigilated
✓	AAT Test Centre	Basic	ISVS	Candidate 23, Test	10275740	01/01/1985	05/02/2015	05/02/2015	00:00:00	23:59:00	05/02/2015	Super User	Locked	Yes
✓	AAT Test Centre	Computerised accounting (AQ)	CPAQ - Scenario 2 (AQ2)	Candidate 26, Test	10275740	01/01/1985	18/02/2015	18/02/2015	00:00:00	23:59:00	18/02/2015	Kate Chillery	Locked	Yes
✓	AAT Test Centre	Internal controls and accountin	ISVS - Scenario 1 (AQ20)	Candidate 26, Test	20000731	01/05/1997	02/10/2014	30/03/2015	00:00:00	23:59:00	02/10/2014	Con Ference	Locked	No

The table below lists and explains the column headings information shown in the screenshot above.

Active/Validity	<p>The current validity of an assessment. Only valid assessments can be taken by students.</p> <p>If an assessment is valid, a tick will be displayed in this column.</p> <p>A cross will be displayed in this column if, for any reason, SecureAssess is not able to deliver the assessment.</p> <p>If an assessment is still registered as 'Invalid' close to the assessment start date, then it is important that you contact the AAT Centre Support Team.</p>
Centre Name	The centre at which the assessment will take place.
Qualification	The name of the qualification that this assessment, in whole or part, leads to.
Assessment Name	The name of the assessment which is to be sat.
Candidate	The name of the student
Membership No.	The student's membership number
Date of Birth	The student's date of birth
Start date	The first day on which students can take this assessment.
End date	The last day on which students can take this assessment.
Start time	The time from which students can start this assessment.

End time	The time by which students must finish the assessment.
Date created	The date on which the assessment was scheduled.
Created by	The centre user who scheduled the assessment.
Status	<p>The current status of the assessment.</p> <p>Assessments that have been scheduled will be shown here as either:</p> <ul style="list-style-type: none"> • Editable – The assessment is not yet locked down so assessment details can still be edited. • Locked – Assessment cannot be edited either because a student may have started the assessment, or it may be too close to the scheduled time of the assessment to edit any details. You can still view the details of a locked assessment.
Invigilated	This status indicates whether or not the assessment requires invigilation

Creating an Assessment

Scheduled assessments are defined in terms of:

- the **centre** at which the assessment will take place
- the **qualification**, to which the assessment leads
- the **name** of the assessment being taken
- the **students** assigned to that assessment
- the associated assessment **dates**
- the type of assessment **delivery**.

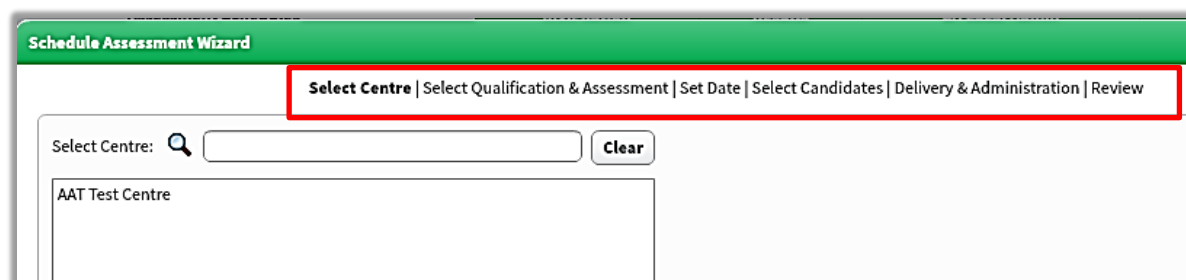
You can schedule a new assessment by entering the above information in the Schedule Assessment Wizard. Details of this are shown below.

Step 1: Create assessment

To schedule a new assessment, select the 'Create Assessment' option. This will launch the Schedule Assessment Wizard.

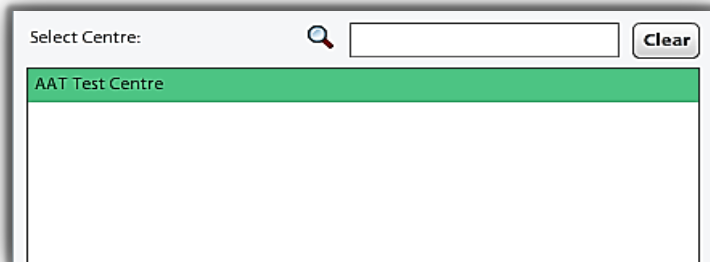


As you move through the stages of the wizard, your progress is shown by the **bold** text towards the top of the wizard.



Step 2: Select centre

Select your centre from the list then click the 'Next' button (the name will not appear in the text field). Alternatively, you can search for centres by typing directly into the 'Select centre' search box then clicking on the magnifying glass icon. As you type, your available centres will update according to the text entered.

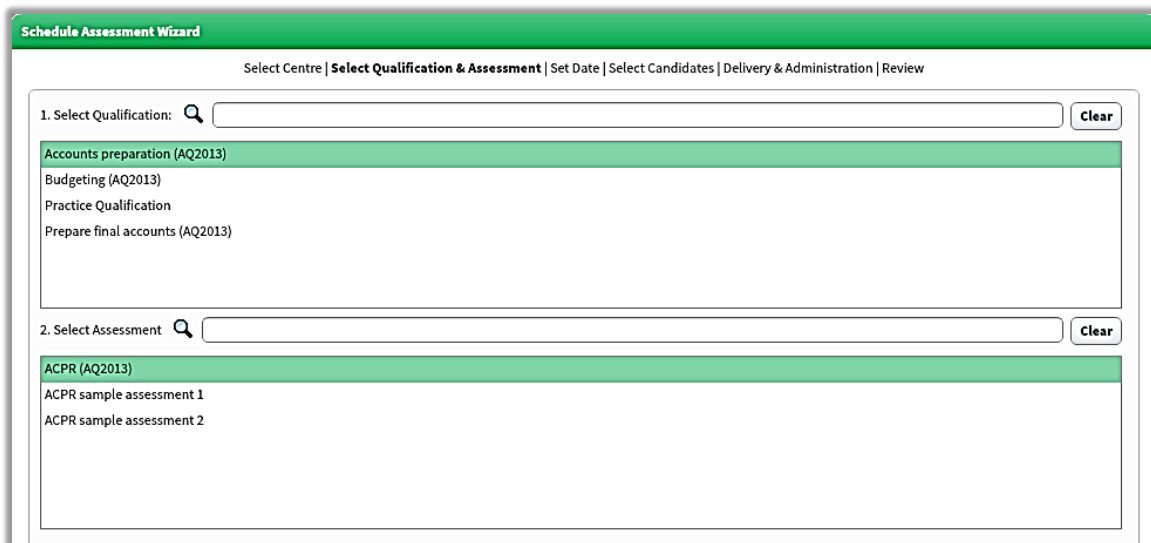


The screenshot shows a search box labeled 'Select Centre:' with a magnifying glass icon. Below the search box is a list of results. The first result, 'AAT Test Centre', is highlighted in green. There is a 'Clear' button next to the search box.

Step 3: Select qualification and assessment

Select the appropriate qualification from the first list, so that it is highlighted. Selecting a qualification will automatically update the list of available assessments. Select the appropriate assessment from the second list.

You can search for qualifications by typing directly into the 'Select Qualification' search box. The options will vary as you type. The same can be done in the search field for assessment selection.



The screenshot shows the 'Schedule Assessment Wizard' interface. It has a green header bar with the title 'Schedule Assessment Wizard'. Below the header is a breadcrumb trail: 'Select Centre | Select Qualification & Assessment | Set Date | Select Candidates | Delivery & Administration | Review'. The main content area is divided into two sections. The first section is '1. Select Qualification:' with a search box and a 'Clear' button. Below the search box is a list of qualifications: 'Accounts preparation (AQ2013)', 'Budgeting (AQ2013)', 'Practice Qualification', and 'Prepare final accounts (AQ2013)'. The second section is '2. Select Assessment' with a search box and a 'Clear' button. Below the search box is a list of assessments: 'ACPR (AQ2013)', 'ACPR sample assessment 1', and 'ACPR sample assessment 2'.

When you have selected an assessment from the second list, click 'Next' to continue.

Step 4: Select date and time of assessment

CBTs

Select the date you would like to schedule the assessment for. To select the date, click the calendar icon or into the start date field.

This will display a date picker. Select the date you want, using the left and right arrows to navigate between months if required.

Please note that you will only be able to schedule an assessment a maximum of 28 days in advance.

Next, select the times between which the students can begin the assessment on your selected date.

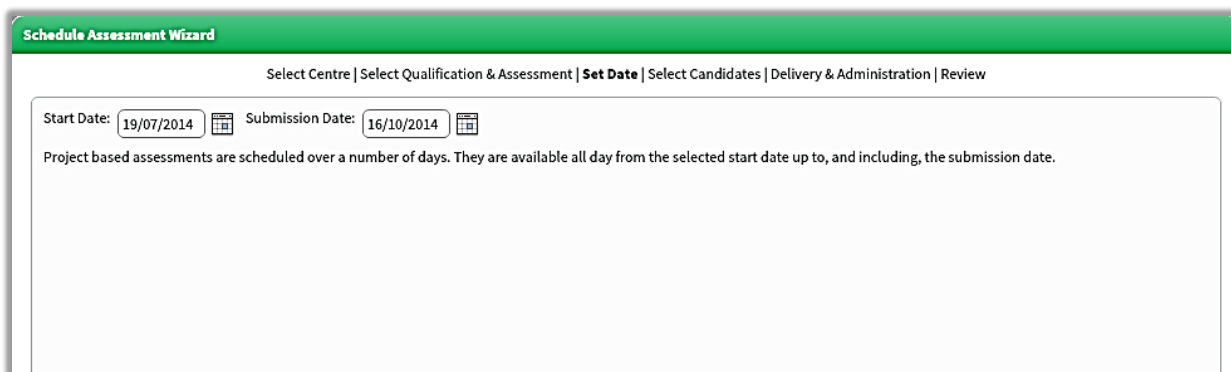
You are also able to set a time window during which students can start the assessment. However, we recommend to leave the default start and end time in case of any unforeseen circumstances that may disrupt the student's start time.

You will be able to see information about the assessment you are scheduling at the bottom of the screen

Click 'Next' to move onto the [next step](#).

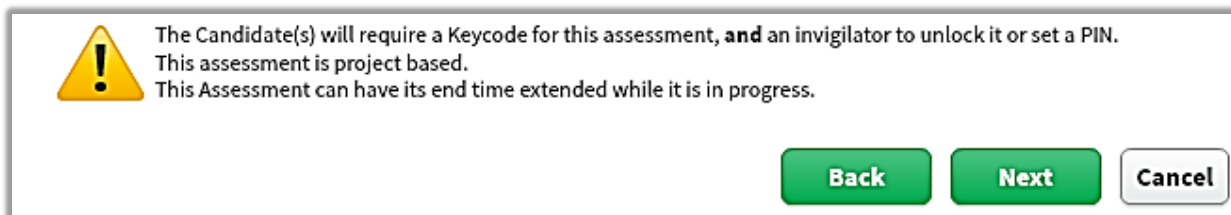
CBPs

The 'Set Date' page will appear slightly differently when scheduling CBPs. **Invigilated** CBPs follow the same process as CBTs. For **non-invigilated** CBPs which can last over several months, selecting a start date will automatically populate a submission date. You are able to reduce the submission date, but not extend at this point. Students will have up to midnight of the submission date to submit their assessment.



The screenshot shows the 'Schedule Assessment Wizard' window with a green header. The progress bar indicates the current step is 'Set Date'. Below the header, there are two date pickers: 'Start Date: 19/07/2014' and 'Submission Date: 16/10/2014'. A text box below the dates states: 'Project based assessments are scheduled over a number of days. They are available all day from the selected start date up to, and including, the submission date.'

You will be able to see information about the assessment you are scheduling at the bottom of the screen.



A warning message box with a yellow triangle icon containing an exclamation mark. The text reads: 'The Candidate(s) will require a Keycode for this assessment, and an invigilator to unlock it or set a PIN. This assessment is project based. This Assessment can have its end time extended while it is in progress.' At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

Step 5: Select candidates

The table lists students associated with the selected qualification.

- To add students to the list of those who will sit this assessment session, tick the box next to their name.
- To select all students in the visible list tick the 'Select all in page' button. If the tick box is greyed out, hover the mouse over the box and an explanation will be provided, as to why the particular student(s) cannot be selected for the assessment.

Click 'Deselect all in page' to undo this.

When you've selected the students who you want to sit the assessment, click 'Next' to continue.

Distance learning students

CBPs are required to be scheduled by the student's training provider even when being taken at an external venue. Venues will assist in the invigilation process, whilst the training provider is responsible for assessing and verifying. For all CBPs sat at an external venue, the training provider must liaise with the venue. Two options are available for the administration of such assessments:

- SecureAssess invigilator logons can be shared with the venue for Invigilation purposes. Please refer to the CBP booking form found in the appendix of the Supervisors Instructions document

- Training provider contact details of a member of staff who will be available during the assessment who will remotely administer the CBP using the SecureAssess Invigilation screen

Import unlisted candidates – CBTs only

If you wish to schedule students who aren't registered at the centre where they'll be sitting the CBT, on the Select Candidates screen you can manually import them.

To do this, first click the Import Unlisted Candidates button which appears on the bottom left corner of the screen.



This will display a dialogue box which allows you to enter the membership number of an unlisted candidate and their date of birth.

When you click 'OK', if the information is valid, the student will then appear in the list of students who can be scheduled for this assessment. You will then be able to tick the box next to their name in order to add them to the scheduled students for the assessment. You can also search for the student using the search box located in the top left corner.

Please note that once a student has completed their assessment, their result will appear in SecureAssess against the centre where the student sat the assessment and that centre can give the provisional result to the student. However, 'external' students won't affect the host centre's success rates.

The student's result will not become visible for SecureAssess users at the student's study centre, only for SecureAssess users at the centre where the student sat the assessment. So, if the study centre wishes to know the student's result, they should view their statements of achievements via their MyAAT account.

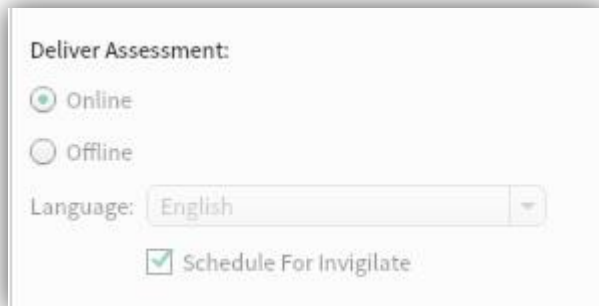
The results shown in SecureAssess will be provisional and should not be confused with the confirmed result, which is issued by AAT through the online MyAAT account services.

Note: Once the student has completed the assessment, they will not remain in the SecureAssess system as registered for that 'temporary' assessment centre. So, if they wanted to sit another assessment at that centre they will have to repeat the same process of 'Importing' the Unlisted Student(s).

Step 6: Delivery & Administration

Deliver Assessment

All assessments use Online (Central) so this section will use the defaults set by AAT and so is greyed out.



Deliver Assessment:

☒ Online
☐ Offline

Language: English

☒ Schedule For Invigilate

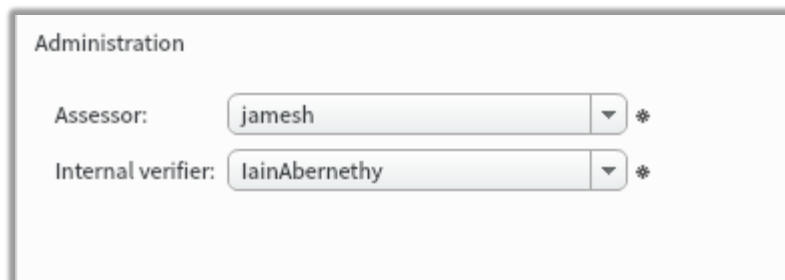
Schedule for Invigilate

This shows whether the assessment must be invigilated. This will always be selected for live assessments but can be ticked for sample assessments to simulate a live assessment environment.

Administration

This will only be visible when scheduling CBPs.

Select the name of the Assessor and Internal Verifier for the assessment being scheduled. Please note, that Assessor and Internal Verifier must be two different people.



Administration

Assessor: jamesh *

Internal verifier: IainAbernethy *

Click 'Next' to move to the final step of the scheduling process.

Step 7: Review (and editing details)

On the final screen of the wizard, you are able to review the details of the assessment you are scheduling, e.g. name and membership number of the student(s), the duration of the assessment and the assessment date and time. If at this stage you wish to amend any of the details for the assessment, you can select 'Back' to move back through the wizard and make any amendments you wish.

Alternatively you may wish to cancel the whole scheduling procedure. You can do this by clicking 'Cancel'.

Click the student whose assessment you wish to edit and they will then be highlighted in green.

Next, click the Edit Duration button.

To increase the assessment duration for the student, click and drag the slider to the right.

You will then see the revised combined total time (in minutes) as well as the extra time awarded (shown as a percentage of the standard assessment duration).

Edit Candidate Assessment Duration

Candidate Assessment Details

Candidate:	John Allum
Membership no.:	10255178
Standard Duration:	5 mins
Pre-registered Additional Time:	None
Duration:	<input type="range"/> 5 mins (0.00% extra)
Reason:	<input type="text" value="Please select..."/>

OK **Cancel**

CBPs

The duration for CBPs will be shown in days as well as the extra time awarded (shown as a percentage of the standard assessment duration).

Edit Candidate Assessment Duration

Candidate Assessment Details

Candidate:	Test Candidate 30
Membership no.:	20000494
Standard Duration:	90 days
Pre-registered Additional Time:	None
Duration:	<input type="range"/> 90 days (0.00% extra)
Reason:	<input type="text" value="Please select..."/>

OK **Cancel**

You will also have to insert a reason in the text box as to why you are increasing the duration for that student.

Once you have set the extended duration, the Reason dropdown menu will become active (it will remain greyed-out until you specify a new time), click on the appropriate option to select it. If you select 'Other', a textbox will open allowing you to enter a reason.

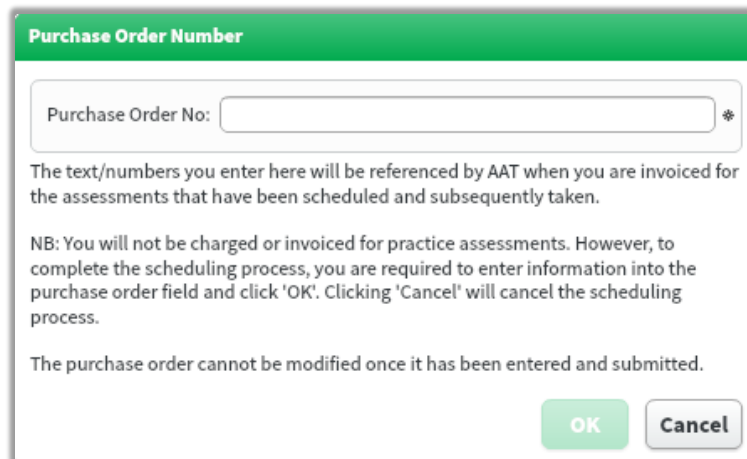
Note: If the time allowance is reduced back to the standard duration, the dropdown menu will become inactive again.

Confirm your changes by clicking 'OK', or return to the Review screen without saving any changes by clicking 'Cancel'. Once back on the Review screen, you can edit the duration for other students, or re-amend changes you've already made.

On the Review screen, if you are happy with all the details of the assessment, select 'Finish' to schedule the assessment.

Once you have clicked 'Finish' you will be taken to the below screen where you need to provide a purchase order number for invoicing. If you don't have the Purchase Order number to hand please quote a reference that will enable your Finance team to verify the order and authorise payment of the invoice, for example department code, assessment name and date.

Information must be entered even for sample assessments in order to progress, although no invoices will be generated for these assessments.



Purchase Order Number

Purchase Order No:

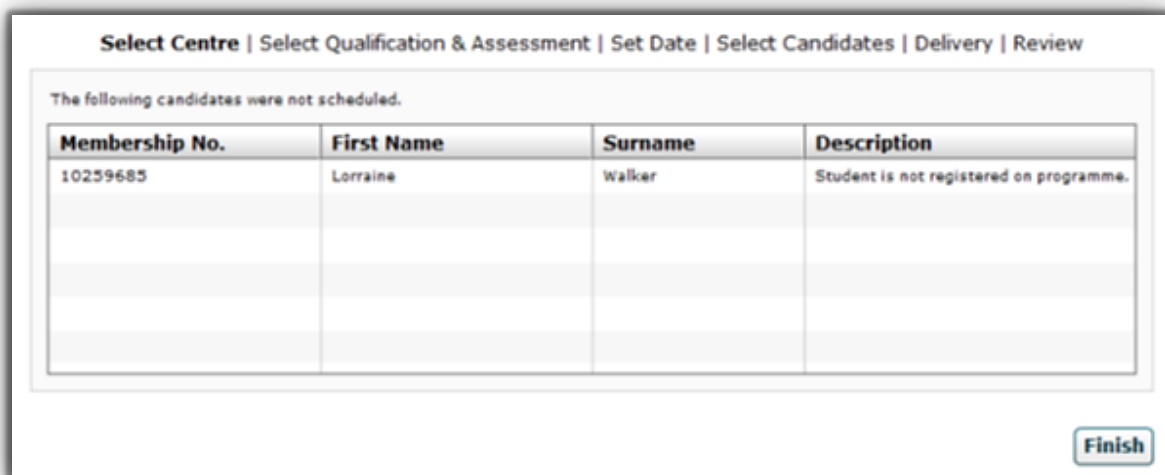
The text/numbers you enter here will be referenced by AAT when you are invoiced for the assessments that have been scheduled and subsequently taken.

NB: You will not be charged or invoiced for practice assessments. However, to complete the scheduling process, you are required to enter information into the purchase order field and click 'OK'. Clicking 'Cancel' will cancel the scheduling process.

The purchase order cannot be modified once it has been entered and submitted.

OK **Cancel**

If there are any problems with the students you have scheduled, another pop-up will be displayed informing you of the students that couldn't be scheduled and the reason why. An example is shown below:



Select Centre | Select Qualification & Assessment | Set Date | Select Candidates | Delivery | Review

The following candidates were not scheduled.

Membership No.	First Name	Surname	Description
10259685	Lorraine	Walker	Student is not registered on programme.

Finish

If all the students are scheduled without a problem then you won't see the screen above.

Edit assessments

You may need to edit the details of a scheduled assessment. You can only edit an assessment if the status is 'Editable'. You are unable to edit 'Locked'

You can view all the details of the scheduled assessment, but can only change the date/time, list of students, Assessor and Internal Verifier details (only for CBPs) and duration. You will not be able to change the qualification or delivery method.

Select the assessment from the list of scheduled assessments and click the 'Edit Assessment' button. This will open the **Schedule Assessment Wizard**. Here you can amend details as required.

Select 'Finish' once you have made the appropriate changes.

To change other details of an assessment, it will be necessary to void the scheduled assessment and schedule a new one.

Adding Students to an assessment and the PIN

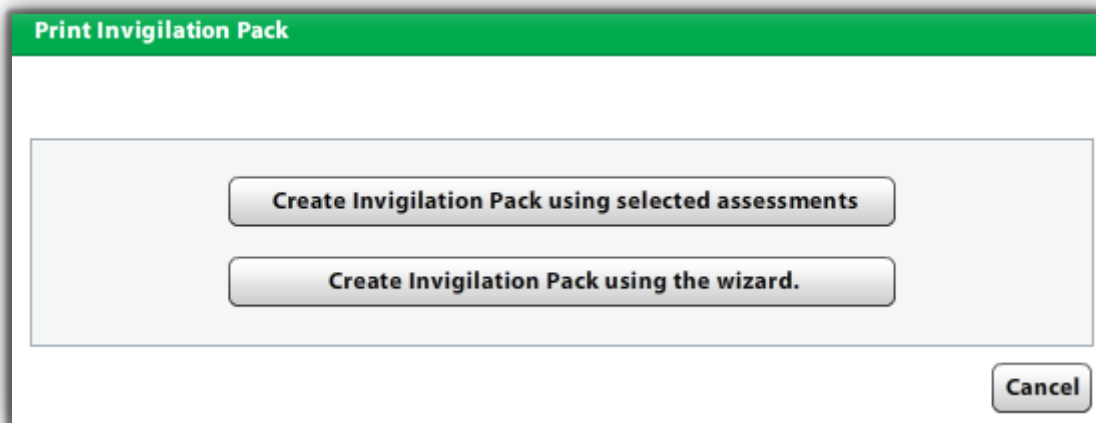
If you add students to an assessment and a PIN has already been auto-generated, then any added students' assessments will also have that PIN applied to their assessment.

Print Invigilation Pack

The facility to print or create a PDF invigilation pack is available here, as well as on the 'Invigilation' screen. Although it is possible to do this on the 'Assessment Schedules' screen, you should bear in mind that if you add any further students to the assessment (or change any other details of it) the invigilation pack may become outdated. Where possible, it is recommended to create the invigilation pack from the 'Invigilation' screen. A message will display on the invigilation pack indicating whether it was printed from the 'Assessment Schedules' screen or the 'Invigilation' screen.

To create an invigilation pack, click the 'Print Invigilation Pack' button. You will be presented with the Print Invigilation Pack Wizard and, as you go through the workflow, you will be prompted to select a centre, an assessment, the students etc. that you wish to create an Invigilation Pack for.

If you have selected one or more assessments before clicking the 'Print Invigilation Pack' button, you will see the following pop up, rather than the Print Invigilation Pack wizard:



Select 'Create Invigilation Pack using selected assessments' to continue with your current selection(s); you will be taken straight to the Output Options screen of the wizard. Alternatively, select 'Create Invigilation Pack using the wizard' to open the first screen of the wizard shown above and select another assessment.

If the assessments that you have chosen have the same profile, i.e. they are the same assessment and are scheduled for the same date and time, then all Output Options can be selected. However, if the selected assessments have different profiles, it won't be possible to print out the Attendance Register or Invigilation Report and they will be greyed out. A message will appear at the bottom of the screen to warn you if this is the case.

On Output Options in the final screen of the wizard, you'll be able to select what will be produced in your invigilation pack. You will be able to tick/un-tick the three boxes to configure what will be printed:

- **Attendance Register**
- **Invigilation Report**
- **Keycode Slips**

Print Invigilation Pack

Select Qualification & Assessment | Select Date & Time | Candidate | **Output Options**

Please choose the tasks you require for printing:

- ☒ Attendance Register
- ☒ Supervision Report
- ☒ Keycode Slips
 - ☒ One Keycode per page
 - ☐ Multiple Keycodes per page

Back **Finish** **Cancel**

Attendance Register

The register contains details of all students scheduled to sit the assessment at the specified time.

Attendance Register

Centre Name: AAT Test Centre
Centre Code: FH10342
Selected Date: 27/03/2014
Selected Start Time: 00:00
Selected End Time: 23:59
Qualification: Accounts preparation (AQ2013)
Assessment: ACPR (AQ2013)
Language: English

	Name	Membership no.	DOB	Gender	Duration	Keycode	PIN	Present
1	PAPIN, Jean Perre	20034344	13/03/2000	M	120	ZUSPQSA6		
2	WHO, Jimmy	20000680	01/05/1980	M	120	ADN8ACA6		

The assessment was carried out according to AAT rules and regulations.

Please keep a copy of the register for your records, together with a copy of the supervision report.

Note: These only need to be returned to the AAT (cba@aat.org.uk) if you are reporting an incident which occurred during the assessment.

Position in centre: _____ Date: _____

This list of students can be used to indicate who was present and verify that all students completed the assessment under the correct conditions.

Supervision Report

This is a single sheet that contains information on the details of the assessment and provides space for the invigilator to note down any disruptions, notable events or other important information about the assessment session. This form will need to be scanned and emailed to the AAT Centre Support team if any disturbances or notable events have occurred, such as an evacuation or technical issues

Supervision Report	
Centre Name:	AAT Test Centre
Centre Code:	FH10342
Qualification:	Accounts preparation (AQ2013)
Assessment:	ACPR (AQ2013)
Selected Date:	27/03/2014
Selected Start Time:	00:00
Selected End Time:	23:59
Language:	English
The assessment session started at and finished at	
The assessment was carried out according to AAT regulations and there were no incidents.	
OR	
The assessment was carried out according to AAT regulations and the following incidents occurred.	
(Please delete as applicable)	
Note: This report only needs to be sent to AAT if you are reporting an incident which occurred during the assessment.	
Summary of incidents	
(If the report is long, it may be text processed and attached to this report.)	
<div></div>	

Keycode Slip

The Keycode slip contains assessment information and individual student details, including the students' unique assessment keycodes.

Each student can be given their keycode slip in order to begin their assessment. Once you're happy with your selections, you can click 'Finish' to generate a PDF of the pack. Once the PDF is generated, you can either print or save it using the options on the PDF toolbar.

Assessment Keycode	
Surname:	PAPIN
Forename:	Jean Perre
Date of birth:	13/03/2000
Membership No.:	20034344
Centre Name:	AAT Test Centre
Centre Code:	FH10342
Qualification:	Accounts preparation (AQ2013)
Assessment:	ACPR (AQ2013)
Date:	27/03/2014
Start Time:	00:00
End Time:	23:59
Assessment Duration:	120
Language:	English
Keycode:	ZUSPQSA6

A note on sample assessments versus live assessments

Live

Once a student has passed a live assessment, it won't be possible to schedule that student for the same assessment again.

Sample

A student can be scheduled to take a sample assessment an unlimited number of times. The only time you won't be able to schedule a student to take a sample assessment is when they're already scheduled to take it.

You can identify sample assessments by the assessment's name and their reference, which will take the form 'AssessmentCode/Sample' or 'AssessmentCode/Practice' (with the words Sample or Practice after the assessment code).

Sample assessments, when completed by the student, will not cause results to be sent to AAT for processing, but the results will still appear in SecureAssess central for you to view.

Students can sit sample assessments available on our website that are not scheduled by you, therefore these result will not appear in SecureAssess central.

Invigilation

Click on the 'Invigilation' tab-button at the top of the screen.

The Invigilate tab will show details of any assessments that have been scheduled at your centre. Assessments will only appear on here once they have a locked status, typically 60 hours in advance of the date and time of the assessment, where the assessment has been scheduled several days in

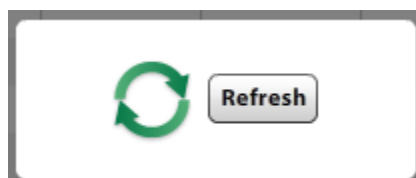
advance. As you can see from the screenshot below there are a series of buttons at the bottom for invigilators' functions.

The invigilator controls the running of the assessments (pausing, resuming, voiding) through the Invigilate screen.

The screenshot shows the 'Invigilate' tab in the SecureAssess interface. It displays a table with columns for State, PIN, Assessment Name, Keycode, Centre Name, Qualification, Start Date, End Date, Start Time, End Time, Candidate, Membership no., Invigilated, Duration, and Tags. The table lists various assessments like CPAG, ACPR, ISYS, BDGT, and BCST. At the bottom, there are buttons for 'Re-assign User Associations', 'Modify Submission Date', 'Modify Duration', 'Set PIN', 'Remove PIN', 'Unlock', 'Pause', 'Resume', 'Void', 'Print Invigilation Pack', and 'Select All in Page'.

From this screen, the invigilator can monitor the status of each student's assessment. Once one or more of the assessments has been selected, the invigilator can use the appropriate button for the action they wish to carry out, such as to Pause, Unlock or Void the assessment or print out an Invigilation pack. The pause function may also be useful in unforeseen situations, for example a fire drill.

You can also use the search and filter controls within the column headings to filter all the information displayed within this table.



The Invigilate screen briefly flashes through a dark greyed-out state once every 30 seconds as it refreshes and updates the status of the assessments. Each time the screen is refreshed, it checks for changes made to any of the assessments. After 10 times it will cease and the above button will appear. You can then manually refresh and the process will resume as normal.

Note: as long as the Invigilate screen is kept open, SecureAssess will not automatically time out after a period of inactivity.

Print Invigilation pack

Please see pages [21 – 22](#) of the guide.

The information on the Invigilation Report (Attendance Register, Supervision report and Keycode Slip) is the same as that detailed in the Assessment Scheduling section.

Assessment states

On the Invigilation screen where recently scheduled assessments are displayed, each assessment will carry an icon in its 'State' column (the column on the far left by default). A key to these icons is displayed above the Invigilate table. Each assessment will be in one of the following states:

Locked	Assessment content is being prepared: the assessment cannot be started. This is usually because the time is currently outside of the assessment window.
Locked for invigilator	The student has entered their keycode and is waiting for the invigilator to activate their assessment. This can be done from the Invigilate screen.
Locked by PIN	This assessment has been locked with a PIN. The student must enter the PIN provided by the invigilator in order to start the assessment.
Ready	The assessment is ready to be taken by the student.
In progress	The assessment is currently being taken by students.
Paused	The assessment has been paused by the invigilator.
Awaiting Upload	The assessment has been downloaded in advance, sat using the SecureClient and is finished but not yet uploaded back to the SecureAssess central server
Finished	The student has submitted the assessment.
Voided	The assessment has been voided by a member of staff.
User disconnected (0)	The number of assessments which have lost connection to the central server.

When an assessment is ready for the student to enter their keycode, the assessment will be shown as 'Ready' in the Invigilation screen.

Home

Assessment Schedules

Invigilation

Only show:

Locked For Invigilator

In Progress

Paused

Finished

State	PIN	Assessment Name	Keycode	Centre Name	Qualification
<div><div></div></div>		BDGT (AQ2013)	A4WD4XA6	AAT Test Centre	Budgeting (AQ2013)
<div><div></div></div>		BDGT (AQ2013)	T7G2GZA6	AAT Test Centre	Budgeting (AQ2013)

Please note: When the student opens the SecureClient to take the assessment they will see this screen, where they are prompted to enter the keycode before starting the assessment.



Download assessment to take later

It is possible to download assessments onto a machine before the assessment window using the 'Download assessment to take later' feature. This can be a useful feature for instances such as planned internet downtime, conducting assessments where poor or no internet connection is available. Once an assessment has been downloaded onto a machine in advance, you can disconnect from the internet and allow the student to take the assessment on that machine.

Please note that if the machine is not connected to the internet whilst the assessment is taking place, all student responses will be stored on the machine. In which case, you should ensure that the data on the machine is not wiped clean prior to the result being uploaded (see [appendix 5](#) for more information).

Re-assign User Associations

CBPs

You are able to change the assigned Assessor and Internal Verifier for CBPs using this option. To do so, select the assessment from the invigilation screen and then the Re-assign User Associations option. By default, you will be returned with the original Assessor and Internal Verifier details, which you can change by clicking on the dropdown lists.

Modify Submission Date

Non-invigilated CBPs

You are able to modify the duration of in-progress non-invigilated CBPs using the Modify submission date option. **Please note that you are only permitted to do so for students who have a satisfactory reason for the time extension, such as long term sickness.**

To do this, please select the option and then adjust the time (in days). Then enter a reason in the space provided.

Modify Duration

You can use the 'Modify Duration' button to alter the assessment time allocation for an individual student. This should be used if a student is entitled to a reasonable adjustment e.g. because of a physical impairment or diagnosed learning difficulty, and where the extra time was not added when the assessment was initially scheduled. **Please note that it is only possible to modify the duration before the assessment has been scheduled.**

If you award extra time to a student, you should do so by selecting that student in the Invigilate screen table and then clicking the 'Modify Duration' button. You can then use the 'Duration slider to set the extended assessment duration; click and drag the time indicator to do so.

You will then see the revised combined total time (in minutes) as well as the extra time awarded (shown as a percentage of the standard assessment duration).

You will also have to insert a valid reason in the text box as to why you are increasing the duration for that student. Once you have set the extended duration, the Reason dropdown menu will become active (it will remain greyed-out until you specify a new time), click on the appropriate option to select it. If you select 'Other', a textbox will open allowing you to enter a reason. The asterisk indicates that this option is compulsory.

Invigilated CBPs only

You are able to modify the duration of in-progress CBPs using the modify duration option. **Please note that you are only permitted to do so for students who have failed to upload their documents within the scheduled assessment time. The duration should not modified for any other reason.**

Note: If the time allowance is reduced back to the standard duration, the dropdown menu will become inactive again.

Set a PIN

To set a PIN code on an assessment, click the assessment in the 'Invigilation' data table, so that it is highlighted.

Note: You should only set a PIN for an assessment that has been set for invigilation; otherwise it will have no effect. You can see that the selected assessment is indicated as requiring invigilation by the 'Yes' in the 'Invigilated' column.

When you've selected an assessment, click the 'Set PIN' button. You can perform this operation on more than one assessment by selecting more than one assessment in the data table. SecureAssess will automatically generate a PIN for the selected assessment, displaying a pop-up to confirm this action. Click 'Close' to close the pop-up. You will notice that the PIN will appear in the PIN column, on the 'Invigilation' data table, for the assessment that you added the PIN for.

Remove PIN

To remove a PIN, select the assessment from the table, so that it is highlighted. Select the 'Remove PIN' button. You can perform this operation on more than one assessment by selecting more than one assessment in the data table before clicking the 'Remove PIN' button. Note: You cannot edit a PIN (by either removing or setting a PIN) for any assessment that has already been downloaded.

During the assessment

During the assessment, you can use several features on the Invigilate screen to control the assessment session.

To use any of the following, you should select all the assessments in the table that you want to affect with a change before clicking any of the action buttons (Pause, Resume, Void).

To select more than one student's assessment, click to select a student in the Invigilate screen, then hold the Control (CTRL) key on your keyboard and click another student to select that assessment too.

Alternatively, you can select multiple students by clicking to select a student, and then holding the Left Shift (⇧) key on the keyboard and clicking on another student to select inclusively all assessments between those two entries in the table.

Unlock

To activate an assessment, select it from the table, so that it is highlighted. Select the 'Unlock' button. An assessment will only need activating if it requires invigilation, doesn't have a PIN set and the student has entered their Keycode, ready to start the assessment. You can unlock more than one assessment by selecting more than one in the data table before clicking the 'Unlock' button.

Pause Assessment

To pause an assessment, select an assessment from the table and then click the 'Pause' button. This will lock it for any selected students' assessments, presenting a message on-screen to let them know that it is being controlled by an invigilator. The timer for the assessment will be frozen so the student will not be at a disadvantage. You can perform this operation on more than one assessment by selecting more than one assessment in the data table before clicking the 'Pause' button. This feature is useful for situations such as fire drills where the assessment session needs to be paused.

Resume Assessment

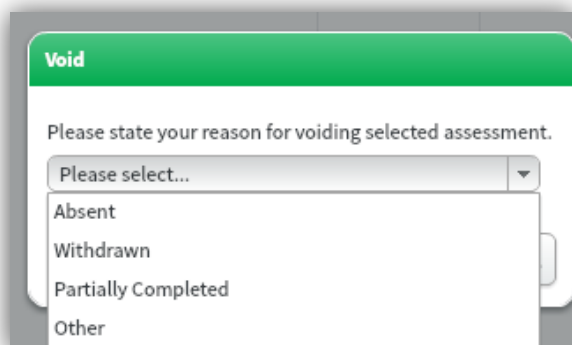
To resume a paused assessment, select the assessment from the table and then select the 'Resume' button. The assessment will unfreeze for the student(s) and they will be able to resume with the same amount of time left as when the assessment was paused.

You can perform this operation on more than one assessment by selecting more than one assessment in the data table before clicking the 'Resume' button.

Void Assessment

Sometimes you may need to void an assessment. For example, when a student is absent or falls ill and is unable to complete the assessment. This can also be done through the Invigilate screen. To void an assessment, select it in the table and then click the 'Void' button.

You will need to select one of the following reasons from the dropdown menu.



VOID	Reason
Absent	<p>Select this reason if the student was absent for the assessment for any reason. This includes, but is not restricted to</p> <ul style="list-style-type: none"> administrative scheduling errors; for example, wrong student, wrong date, wrong assessment, wrong time, wrong qualification. <p>Use this option where the assessment has NOT been opened.</p>
The following options should ONLY be used if the keycode has been entered and the assessment opened.	
Withdrawn	<p>Select this reason if owing to misconduct/malpractice the student needs to be withdrawn from the assessment.</p>
Partially completed	<p>Select this reason if the student opened the assessment but was unable to complete it and does not want to submit the assessment for marking. For instance, if the student became unwell during the exam and was unable to continue.</p>
Other	<p>Only select this reason, where none of the above reasons applies. You will be required to enter a specific reason as to why the assessment was voided.</p>
Note: You will be invoiced for any assessments where the keycode has been entered	

If a student leaves the assessment room without clicking 'Finish' (to submit their assessment) then the invigilator should either let the assessment timer run down to completion, or click 'Finish' on the student's assessment for them.

Important practice when administering assessments

In the event of a student's computer crashing, or a hardware failure, the student should, where possible, attempt to restart the computer and enter their keycode to resume the assessment.

On re-entering their keycode, the student will resume from the last question they were attempting, and all their responses up to that point will be saved. This includes any questions the student had flagged to revisit. Please ensure the student checks this and contact AAT Centre Support if this is not the case.

It is advisable to always have at least one spare computer in the room where assessments are being sat so that a student can simply move to the spare position if there is a problem with the computer they are using. This computer should have the SecureClient already installed and be ready to run an assessment.

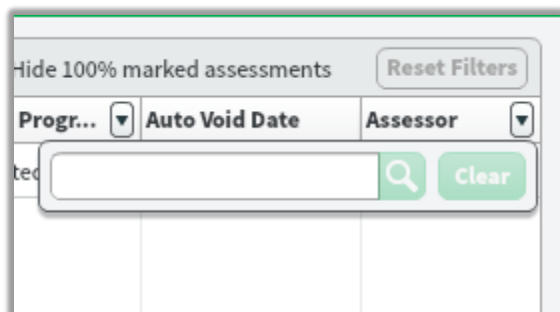
If you experience technical problems which are unable to be resolved with the process above, please contact AAT's Centre Support team on 0207 397 3012.

Marking

Note: Only Assessors have access to the Marking tab.

CBPs completed and submitted by your students will appear in this area for marking. The marking tab displays all CBPs awaiting marking at your centre, regardless of who the scheduled Assessor is. CBPs will remain in the marking tab until they have been assessed and submitted.

You can view the CBPs that have been allocated to you for marking by filtering on the Assessor column. The filter is a freetext search box which can be used by searching for your username.

A screenshot of the AAT SecureAssess marking interface. The top navigation bar includes 'Home', 'Invigilation', 'Marking' (selected), and 'View Marked Assessments'. The main table lists assessments with columns: Assessment Name, Assessment..., Centre Name, Centre Code, Forename, Surname, Completed, Max Mark..., Mark Aw..., Percent, Marking Progr..., Auto Void Date, and Assessor. The 'Assessor' column is highlighted with a red box. A single row of data is visible: BDGT (AQ2013), CABDGT, AAT Test Centre, FH10342, John, Allum, 17/07/2014, 144, 0, 0%, Not started, 17/07/2015, and Assessor.

Assessment Name	Assessment...	Centre Name	Centre Code	Forename	Surname	Completed	Max Mark...	Mark Aw...	Percent	Marking Progr...	Auto Void Date	Assessor
BDGT (AQ2013)	CABDGT	AAT Test Centre	FH10342	John	Allum	17/07/2014	144	0	0%	Not started	17/07/2015	Assessor

Please ensure that you only mark assessments which you have been scheduled to you as the Assessor.

Re-assign User Associated

You are able to change the assigned Assessor and Internal Verifier for CBPs using this option. To do so, select the assessment from the invigilation screen and then the Re-assign User Associations option. By default, you will be returned with the original Assessor and Internal Verifier details, which you can change by clicking on the dropdown lists.

The new Assessor details will be displayed on the marking tab, if this has changed.

Mark Script

To mark a CBP, highlight a student record and then click on the mark script button. Alternatively, double-clicking on the student record will also open the completed CBA in another window.

Invigilated CBPs which don't require access to other software

For this type of CBP you will be presented with a marking screen as shown below:

The screenshot shows the 'Mark Script' interface for an assessment titled 'PETH CBP - AP TEST'. The interface includes a header bar with 'Close' and 'Submit Script' buttons. Below the header, there are dropdown menus for 'Section' (set to 'Section 1 (0 to mark)') and 'Question' (set to '1(not attempted)'). Navigation buttons include 'Next to mark', 'View Mark Scheme', 'View Marking History', 'Add Comment', and 'Replay'. A progress indicator shows 'Progress: 100%'. The main area displays 'Task 1 (8 of 15)' with a progress bar and a score of '968'. The task questions are listed, and the 'Mark' field shows '0 / 8'. Annotations with arrows point to various elements: 'Use this drop down list navigate between sections (if more than one section exists)' points to the 'Section' dropdown; 'Navigate between tasks by either using the dropdown list or the arrow' points to the 'Question' dropdown and the 'Next to mark' button; 'Enter a mark for each task. The 8 in the example below represents the number of marks available for this task' points to the 'Mark' field; 'Select Assign Mark each time each time a mark is entered for each task' points to the 'Assign Mark' button; 'Click close script to save marking without submitting to the Internal Verifier' points to the 'Close' button; 'View the Assessor notes' points to the 'View Mark Scheme' button; 'View marking history' points to the 'View Marking History' button; 'Add a comment for the Internal Verifier' points to the 'Add Comment' button; and 'Submit the script to the Internal Verifier once the entire script has been marked' points to the 'Submit Script' button.

Use this drop down list navigate between sections (if more than one section exists)

Navigate between tasks by either using the dropdown list or the arrow

Enter a mark for each task. The 8 in the example below represents the number of marks available for this task

Select Assign Mark each time each time a mark is entered for each task

Click close script to save marking without submitting to the Internal Verifier

View the Assessor notes

View marking history

Add a comment for the Internal Verifier

Submit the script to the Internal Verifier once the entire script has been marked

Enter the mark that you wish to assign to the candidate in the box provided and then select 'Assign Mark'. You may be required to make a comment at this stage; you can enter your comment in the field directly above the mark field. Generally, the comments will be viewed by other system users. For example, Internal Verifier, External Verifier, AAT. Please ensure that any comments you add to the scripts are clear and appropriate should AAT be required to share this information.

The moment you delete the zero in the box and enter your own mark, a red warning will appear, informing you that there are unassigned changes made to the item and Assign Mark will need selecting to save them. You will see an asterisk in the 'Assign Mark' button until it is selected. If you close the mark script window without saving, these unassigned changes will not be saved the next time you enter the mark script window for that test.

CBPs which require access to other software and non-invigilated CBPs

For these types of CBPs, you will be presented with the following marking screen:

View Marked Assessment | ASSESSMENT NAME: SecureAssess Test | CANDIDATE: Test Candidate 21

Section: Section 1 | Question: 1 (marked) | [Back to mark] | [Close]

Computerised Accounting (CPAG) - Sample assessment

Download the assessment data file
Click on the button shown below to download the assessment data file. Save it to your computer, then open the document.

Submit the evidence required
If you have generated PDFs or screenshots instead of printing, these files **must** be uploaded using the button shown below. If you have provided your evidence as printed files, you should pass these to your invigilator on request. You are not required to re-upload the assessment data file.

Complete tasks in the assessment
The full details of each task are provided in the assessment data file. The objectives of each task are listed on pages 1.1 and 1.2 of this interactive assessment environment. Once each task is complete, select the check box alongside each objective to show that it has been completed. Check boxes are provided for your assistance, and do not constitute formal evidence that a task has been completed.

Task 1
Set up customer records

Task 2
Set up supplier records

Task 3
Set up nominal ledger accounts

Task 4
Process invoices/credit notes for customers

Task 5
Process invoices/credit notes for suppliers

Task 6
Allocate monies received

Complete the assessment
If you need to leave a note for the assessor - for example, explain any files you have or have not attached - you can do this in the box shown below. Once you have completed all the steps above, you must click 'Finish' to submit your assessment for marking. Please note: once this submission is made, you will not be able to upload any other files.

Learning Outcomes

01. Set up customer records	<input type="text"/>	/1
02. Set up supplier records	<input type="text"/>	/1
03. Set up nominal ledger	<input type="text"/>	/1
04. Process invoices and credit notes for customers	<input type="text"/>	/1
05. Process invoices and credit notes for suppliers	<input type="text"/>	/1
06. Allocate monies received	<input type="text"/>	/1
07. Allocate monies paid	<input type="text"/>	/1
08. Process receipts and payments for non-credit transactions	<input type="text"/>	/1
09. Process recurring receipts and payments	<input type="text"/>	/1
10. Process petty cash receipts and payments	<input type="text"/>	/1
11. Process journal entries	<input type="text"/>	/1
12. Perform a periodic bank reconciliation	<input type="text"/>	/1
13. Maintain the safety of the system	<input type="text"/>	/1

Mark: 1/14 **Assign Mark**

Click to see the marking scheme

Click to see the assessor's and IV's input

Click to access the assessment data

Click to see all the files uploaded to this assessment

Add a comment for the Internal Verifier

Select Assign Mark after entering a mark against each learning outcome

Submit script once to Internal Verifier once marking is complete

Enter marks against each Learning Outcome using this grid. This box can be moved about the screen for your convenience.

Upload files



Assessors are able to upload files on behalf of the student on the assessment platform if the student failed to do so in their assessment. This must be done within 2 weeks of the assessment date. If files are uploaded after the two weeks, this will be picked up by an External Verifier. The Internal Verifier is able to upload files or feedback for the attention of the Assessor.

Enable Override Auto-Mark

The 'Enable Override Auto-mark' button in the Marking screen allows users to override marks awarded automatically (computer-marked and un-attempted questions).

Select the assessment(s) in the table that you wish to enable this option for and press the 'Enable Override Auto-mark' button. You will see a pop-up window asking you to confirm this action. **Press the 'Confirm' button to proceed or 'Cancel' to go back. The Override Auto-Mark column will now show 'Enabled' for the selected assessment(s). Assessors marking the selected assessment(s) will now be able to interact with and enter marks for auto-marked questions in the same way as they can for human-marked questions. You will not be able to disable this option once it has been enabled.**

Results rejected by Internal Verifier

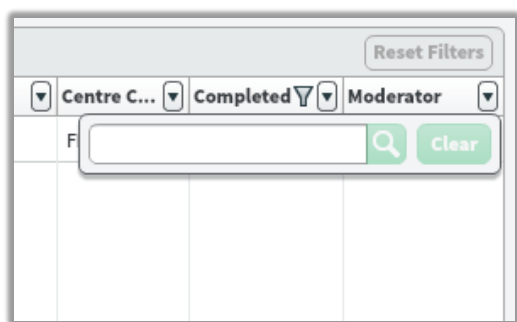
If a CBP result is rejected by the Internal Verifier, the script will be returned back into the Marking screen for the Assessor to remark. All of the original marks will be clear and the Assessor will be required to re-mark and re-submit the CBP. The Assessor is able to view the Internal Verifier's comments via Marking History.

Internal verification

Note: Internal Verifiers only have access to this tab.

CBPs marked and submitted by Assessors will appear in this area for internal verification. The Internal Verification tab displays all CBPs awaiting verification at your centre, regardless of who the scheduled Internal Verifier is. CBPs will remain in this tab until they have been verified and released.

You can view the CBPs that have been allocated to you for verification by filtering on the Internal Verifier column. The filter is a freetext search box which can be used by searching for your username.



Re-assign User Associations

You are able to change the assigned Assessor and Internal Verifier for CBPs using this option. To do so, select the assessment from the invigilation screen and then click the Re-assign User Associations button. By default, you will be returned with the original Assessor and Internal Verifier details, which you can change by clicking on the dropdown lists.

The new Internal Verifier details will be displayed on the marking tab, if this has changed.

Release

Release a CBP to confirm the result as verified and final. CBPs cannot be altered once they are released. Select a CBP and then select the 'Release' button. To release a single CBP, select the CBP and then select the results release button. A pop-up will be displayed, asking you to confirm the release; select 'Yes' to continue. A message will be displayed after you've released the CBP, informing you that the selected CBP results have been released.

View Responses

You can view the questions, data sheets, answers and also view the Assessor's responses and scores for each task.

Select the CBP from the table and then select the 'View Response' button. You will then see the CBP, as viewed by the candidate, and the associated Assessor comments and marks.

You will also be able to view the Assessor notes here.

Please see the Assessors section for the [two different CBP](#) layouts and use this to navigate your way around the CBPs. When viewing CBPs, you must not attempt to adjust any of the marks awarded by the Assessor.

Upload files



You are able to leave feedback and upload other associated files for the attention of the Assessor by selecting the upload files option.

Feedback can not be left by using the 'Add Comments' facility at this time.

Return to Marker

After reviewing a CBP, if you disagree with the Assessor's marking, rather than releasing the script, you are able to return the CBP to the Assessor for re-marking.

Against each task, you will have the option to 'Flag for Review'. If you flag a task for review, please enter a comment. This will be added to the marking history and made available to the Assessor when they re-mark the CBP.

View responses Script | ASSESSMENT NAME: SecureAssess Test | Assessment version: CABAI

Section: Section 1 | Question: 1(marked) | Next to mark

View Mark Scheme | View Marking History | Add Comment | Replay | **Flag For Review** | **Return To Marker**

The marks should be entered in the marked metadata pop-up.

Computerised Accounting (CPAG) - Sample assessment

Download the assessment data file
Click on the button shown below to download the assessment data file.
Save it to your computer, then open the document.

Computerised Accounting data

Complete the tasks in the assessment
The full details of each task are provided in the assessment data file.
The objectives of each task are listed on pages 1.1 and 1.2 of this interactive assessment environment.
Once each task is complete, select the check box alongside each objective to show that it has been completed.
Check boxes are provided for your assistance, and do not constitute formal evidence that a task has been completed.

Task	Completed
Task 1 Set up customer records	<input checked="" type="checkbox"/>
Task 2 Set up supplier records	<input checked="" type="checkbox"/>
Task 3 Set up nominal ledger accounts	<input checked="" type="checkbox"/>
Task 4 Process invoices/credit notes for customers	<input checked="" type="checkbox"/>
Task 5 Process invoices/credit notes for suppliers	<input checked="" type="checkbox"/>
Task 6 Allocate monies received	<input checked="" type="checkbox"/>

Learning Outcomes

01. Set up customer records	0 / 1
02. Set up supplier records	0 / 1
03. Set up nominal ledger	0 / 1
04. Process invoices and credit notes for customers	0 / 1
05. Process invoices and credit notes for suppliers	0 / 1
06. Allocate monies received	0 / 1
07. Allocate monies paid	0 / 1
08. Process receipts and payments for non-credit transactions	0 / 1
09. Process recurring receipts and payments	0 / 1
10. Process petty cash receipts and payments	0 / 1
11. Process journal entries	0 / 1
12. Perform a periodic bank reconciliation	0 / 1
13. Maintain the safety and security of	0 / 1

Mark: 0/14 **Assign Mark**

Once you have reviewed the entire CBP and made your comments, select 'Return to Marker' to send the CBP back to the marker. Please ensure that you confirm to the Assessor that the script has been returned for re-marking.

A pop up message will appear asking after to select 'Return to Marker', asking you to confirm that you wish to proceed.

Return Script To Marker

Are you sure you want to return the script to marker?

Return Script To Marker **Cancel**

The assessment will then be removed from the Internal Verification tab and will move back to the Marking tab for the Assessor to review.

Re-submitted Script

Once a script has been re-submitted by the Assessor, it will re-appear in the Internal Verification page for the Internal Verifier to review.

To review any comments made by the Assessor, you would need to go into the CBP and click on the 'View Marking History' option.

Marking History			
Date	Name	Mark	Comment
18/07/2014	Computer Marked	0/14	Computer marked where applicable
18/07/2014	Test Assessor	7/14	
18/07/2014	Test Verifier	0/14	
18/07/2014	Test Verifier	0/14	this is fine
18/07/2014	Test Verifier	0/14	This is a test
18/07/2014	Test Verifier	0/14	Dear Assessor,
18/07/2014	Test Assessor	12/14	Hi Verifier

To view full comment left by the Assessor, you will need to hover the cursor over the comment.

Marking History			
Date	Name	Mark	Comment
18/07/2014	Computer Marked	0/14	Computer marked where applicable
18/07/2014	Test Assessor	7/14	
18/07/2014	Test Verifier	0/14	hello darling
18/07/2014	Test Verifier	0/14	this is fine
18/07/2014	Test Verifier	0/14	Hi Verifier I have looked over the script and I am happy with the marking. Thanks Assessor
18/07/2014	Test Verifier	0/14	
18/07/2014	Test Assessor	12/14	
18/07/2014	Test Assessor	12/14	
			Close

After the re-review, release the CBP if you are happy with the outcome or return it back to the Assessor using the steps described above.

Results

The Results screen allows you to access results information for assessments which have been completed and submitted by students. The screen shows the assessments taken and the result (Competent/ Not yet competent) achieved by each student. It also shows the date on which the assessment was submitted (which in most cases is the same date that the student sat the assessment).

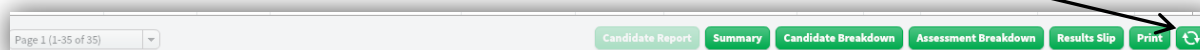
Note: For CBTs which contain human marked elements, there will be a delay while the script is marked and reviewed by AAT examiners before it becomes available in the Results screen in SecureAssess. Unless notified otherwise, human marked assessment results are released within 6 weeks from the date the assessment was submitted to us. Similarly, for CBPs, the results will only appear in the Results tab, once they have been released by the Internal Verifier.

Home	Assessment Schedules			Invigilation	Results		SA Local Admin	My Profile	Centre Statistics	
<div><div></div><div>Reset Filters</div></div>										
Keycode	Surname	Forename	Qualification	Assessment ...	Membership no.	Result	Centre Name	Completed	Duration	
CBR6QXA6	5	Test	Financial Performance (AQ2010)	FNPF	20005985	Not Yet Competent	AAT Test Centre	18/03/2014	150	
LXKG2FA6	Alberto	Luis	Financial Performance (AQ2010)	FNPF	20034331	Competent	AAT Test Centre	02/04/2014	150	
CAADN3A6	Attia	Shahid	Financial Performance (AQ2010)	FNPF	20000171	Not Yet Competent	AAT Test Centre	17/03/2014	150	
HPEJBJA6	Biscan	Igor	Financial Performance (AQ2010)	FNPF	20034351	Not Yet Competent	AAT Test Centre	18/03/2014	150	
ZD2MVUA6	Bony	Wilfried	Financial Performance (AQ2010)	FNPF	20034408	Competent	AAT Test Centre	02/04/2014	150	
SWHNA7A6	Burbidge	Gary	Financial Performance (AQ2010)	FNPF	10277528	Competent	AAT Test Centre	02/04/2014	150	
DYMQYTA6	Friday	Test	Financial Performance (AQ2010)	FNPF	20000731	Not Yet Competent	AAT Test Centre	18/03/2014	150	
P6GDHGA6	Mackain-Bren	Martin	Financial Performance (AQ2010)	FNPF	10325038	Not Yet Competent	AAT Test Centre	11/03/2014	150	
BBMBQVA6	Mackain-Bren	Martin	Financial Performance (AQ2010)	FNPF	10325038	Not Yet Competent	AAT Test Centre	17/03/2014	150	
YBVSDBA6	Malinvaud	Elodie	Financial Performance (AQ2010)	FNPF	20007223	Not Yet Competent	AAT Test Centre	26/03/2014	150	
YQJSSJA6	Murphy	Test	Financial Performance (AQ2010)	FNPF	20000927	Not Yet Competent	AAT Test Centre	18/03/2014	150	
ADTHG6A6	Papin	Jean Perre	Financial Performance (AQ2010)	FNPF	20034344	Not Yet Competent	AAT Test Centre	02/04/2014	150	
KLJWSTA6	Patel	Anisha	Financial Performance (AQ2010)	FNPF	20007229	Not Yet Competent	AAT Test Centre	21/03/2014	150	

Please note that if for some reason an assessment was not submitted on the day the student sat the assessment, then our service level agreement for the release of the result is bound by the submission date, NOT by the completion date. It is therefore important for invigilators to make sure that students click 'Finish' and 'Submit' at the end of each assessment.

Assessments do automatically submit after 31 days, however, this means that depending on when the assessment is submitted, there may be a delay of up to 31 days, on top of the 6 week period. Please refer to the [Supervisors' Instructions](#) on the AAT website for more guidance.

You can check for new information on this screen by clicking the 'Refresh' button located at the bottom-right of the SecureAssess interface.



Select 'Print' to obtain a printout of the results currently displayed onscreen.

As well as filtering the information in the table on the Results screen using the search functions, you can run various reports to view a particular student's results or results by assessment.

Candidate Report, Summary, Candidate breakdown, Assessment breakdown, Results slip


You can view, print or save a PDF of a Candidate Report, Summary, Candidate Breakdown, Assessment breakdown or Results slips. You can print by selecting a particular assessment then clicking on the Print button at the bottom of the page. Alternatively, once the report is open on screen you can right click on it and then you will have the option to either print or save it to PDF.

Clicking one of these buttons with no students selected in the table will open up the Reporting Wizard. This Wizard will be the same for all of the buttons, the only difference being the end report which is produced.

Candidate Report

Candidate Reports give a full, comprehensive breakdown of a student's performance in a particular assessment. It provides a Summary, Candidate breakdown and a Results Slip in one report, over three pages.

Assessment Reports
AAT Test Centre
FNST



Results Summary:

Candidate Name	Membership no.	Test Date	Result
Shahid Attia	20000171	26/02/2014	Competent

This statement provides you with a general indication of how you performed against the criteria for each topic on this occasion.

There are five feedback descriptors. Each feedback descriptor covers a range of marks. Each descriptor also provides an indication of how you have performed in relation to the minimum requirement needed to demonstrate competence in that task, and includes generic advice to you on how to proceed with your studies or continued professional development.

Exceeded: your performance exceeded the minimum requirement. Try to maintain this level of performance.
Met: your performance met the minimum requirement. To maintain or exceed this performance level you should regularly revisit the topics in this area.
Borderline: your performance was close but did not meet the minimum requirement. Further study of the topics covered by this task is still needed.
Below requirement: your performance was not strong enough to meet the minimum requirement on this occasion. Further study of the topics covered by this task is important.
Significantly below requirement: your performance fell significantly below the minimum requirement. There was little evidence of learning. Significant further study of the topics covered by this task is essential.

For tasks worth less than ten marks, Met is the highest feedback descriptor that can be assigned.

You need to demonstrate competence in each section of the CBT and overall. The result for each section is based on the total credit achieved across the tasks in that section.

This is not a certificate.
This is a provisional result only.
Page 1 of 3

Results Breakdown:

Task	Mark	Result
------	------	--------

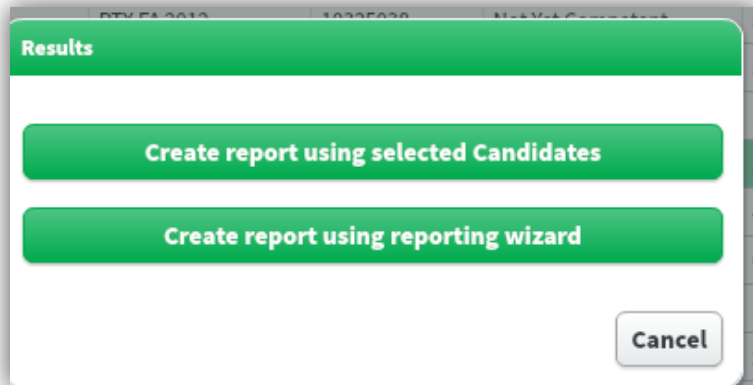
In order to view a Candidate Report, select the relevant assessment then click on the Candidate Report button which will open up the report. Please note that you can only view/print/save a candidate report for one candidate at a time.

For Summary, Candidate Breakdown, Assessment Breakdown and Results Slip functions you can choose to generate reports for a particular selected assessment or use the Reporting Wizard in order to generate a report for more than one student that is tailored to your requirements. The Wizard workflow will be the same for all of the functions, the only difference being the end report which is produced (depending on which report you chose and how you tailor it).

Step 1: Run the reporting wizard

Click on one of the functions in order to display the reporting wizard, for example, Summary.

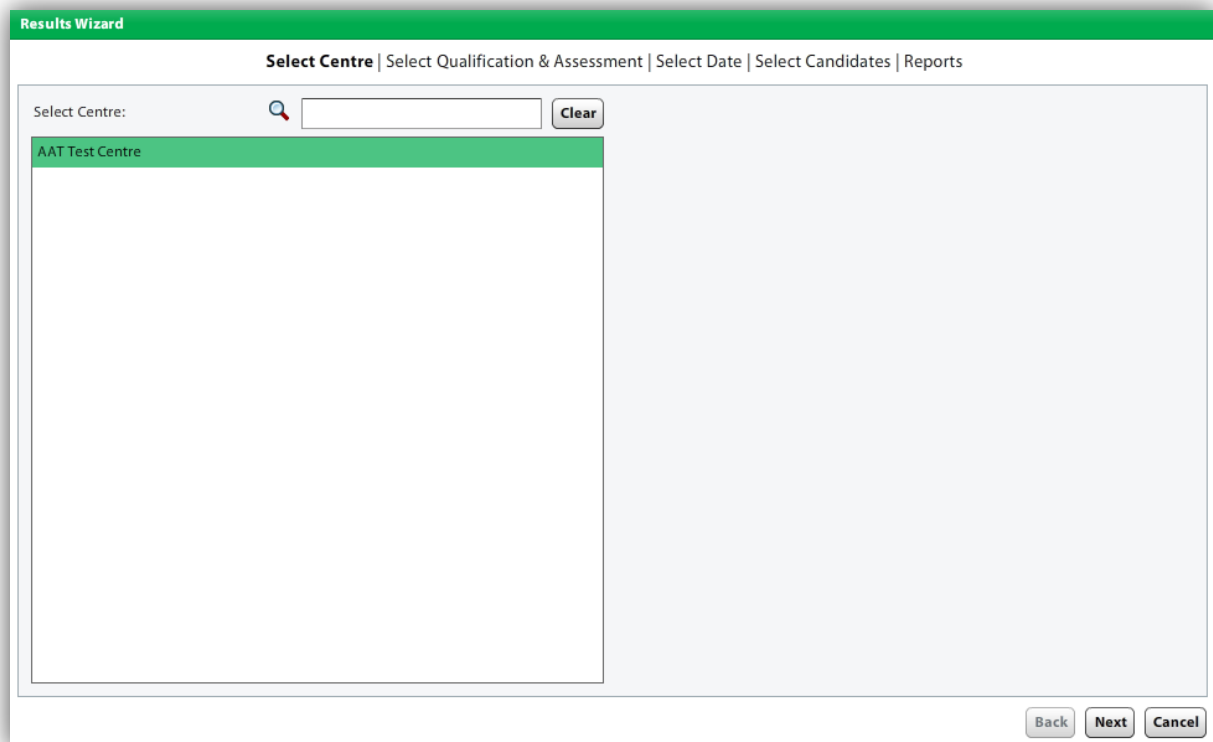
You will then see a box appear, giving you the option to select a report for a particular, selected assessment or a tailored report. To create your own report, by assessment click 'Create report using reporting wizard.'



Step 2: Select centre

When the reporting wizard is displayed, select the centre you want to run the Report for, or type it into the search box. You will only have the option of one centre, unless you work at more than one.

Once you have selected your options, click 'Next' to move on to the next step of the wizard.



Step 3: Select qualification and assessment

You will then need to select the qualification and assessment for which you want a report and then click 'Next'. You can only run a report for one assessment at a time.

The screenshot shows the 'Results Wizard' window with the 'Select Qualification & Assessment' tab active. The window has a green header bar with the title 'Results Wizard'. Below the header, there is a breadcrumb trail: 'Select Centre | Select Qualification & Assessment | Select Date | Select Candidates'. The main area is divided into two sections. The first section, '1. Select Qualification:', has a search bar with a magnifying glass icon and a 'Clear' button. Below the search bar is a list of qualifications: 'AAT Access', 'AAT Access (SA)', 'AAT Conference Exemplar', 'AAT India', 'Accounts preparation (AQ2013)', 'Accounts preparation (NZICA SLAA)', 'Accounts preparation (NZICA2013)', 'Accounts Preparation I (AQ2010)', and 'Accounts Preparation I (SA) (AQ2010)'. The 'Accounts preparation (AQ2013)' option is highlighted in green. The second section, '2. Select Assessment:', has a search bar with a magnifying glass icon and a 'Clear' button. Below the search bar is a list of assessments: 'ACPR (AQ2013)', which is highlighted in green. At the bottom right of the window are three buttons: 'Back', 'Next', and 'Cancel'.

Step 4: Select dates

Select the dates between which you want the report to show completed assessments and then select 'Next'.

The screenshot shows the 'Results Wizard' window with the 'Select Date' tab active. The window has a green header bar with the title 'Results Wizard'. Below the header, there is a breadcrumb trail: 'Select Centre | Select Qualification & Assessment | Select Date | Select Candidates | Reports'. The main area is divided into two sections. The first section, 'Start Date:', has a date picker showing '11/03/2014'. The second section, 'End Date:', has a date picker showing '25/03/2014'. Below the date pickers are two time pickers. The first time picker, 'Start Time:', shows '00' and '00'. The second time picker, 'End Time:', shows '23' and '59'. At the bottom right of the window are three buttons: 'Back', 'Next', and 'Cancel'.

Step 5: Select candidates

A list will then be displayed of all the Students who have completed the chosen assessment within the dates you have selected. In order to select students you wish to be included in the report click inside the box next to the student.

Results Wizard

Select Centre | Select Qualification & Assessment | Select Date | **Select Candidates**

Search

Membership no.	Forename	Surname	Selected
20000171	Shahid	Attia	<input checked="" type="checkbox"/>
20000927	Test	Murphy	<input type="checkbox"/>
20005985	Test	5	<input type="checkbox"/>
20033950	Jarxk	Butrxk	<input type="checkbox"/>
20033949	Janwb	Butnwb	<input checked="" type="checkbox"/>
20034359	Bootstrap Fn	Bootstrap Ln	<input type="checkbox"/>
20034351	Igor	Biscan	<input checked="" type="checkbox"/>
20034344	Jean Perre	Papin	<input type="checkbox"/>
20007223	Elodie	Malinvaud	<input type="checkbox"/>

Added 3 candidates. This shows only candidates with non-BTLOffice tasks.

Note: You can search for specific students by entering their name or membership number into the search field on the top right of the page. You can also select all or deselect all on the page.

Once you're happy with your selections, click 'Print' to view, print or save the report to PDF. The report will then be displayed and you will be able to print it or save to PDF if you wish.

Alternatively you can use the 'Back' button to go back and change details. Or, you can click 'Cancel' to come out of the Reporting Wizard.

Summary

The summary will give an overview of the student(s), their membership numbers, the assessment date and their final result, i.e. competent or not yet competent. You can either select a single student to run a report for or you can select multiple students by using the shift and Ctrl keys on your keyboard. Alternatively, you can use the Reporting Wizard.

In the below screenshot, students have been selected by clicking on the first student then holding the Shift button then clicking on the last student.

Home	Assessment Schedules			Invigilation	Results		SA Local Admin	My Profile	Centre Statistics	
<div>Reset Filters</div>										
Keycode	Surname	Forename	Qualification	Assessment ...	Membership no.	Result	Centre Name	Completed	Duration	
CBR6QXA6	5	Test	Financial Performance (AQ2010)	FNPF	20005985	Not Yet Competent	AAT Test Centre	18/03/2014	150	
LXKG2FA6	Alberto	Luis	Financial Performance (AQ2010)	FNPF	20034331	Competent	AAT Test Centre	02/04/2014	150	
CAADN3A6	Attia	Shahid	Financial Performance (AQ2010)	FNPF	20000171	Not Yet Competent	AAT Test Centre	17/03/2014	150	
HPEJBJA6	Biscan	Igor	Financial Performance (AQ2010)	FNPF	20034351	Not Yet Competent	AAT Test Centre	18/03/2014	150	
ZD2MVUA6	Bony	Wilfried	Financial Performance (AQ2010)	FNPF	20034408	Competent	AAT Test Centre	02/04/2014	150	
5WHNATA6	Burbridge	Gary	Financial Performance (AQ2010)	FNPF	10277528	Competent	AAT Test Centre	02/04/2014	150	
DYMQYTA6	Friday	Test	Financial Performance (AQ2010)	FNPF	20000731	Not Yet Competent	AAT Test Centre	18/03/2014	150	
P6GDHGA6	Mackain-Bren	Martin	Financial Performance (AQ2010)	FNPF	10325038	Not Yet Competent	AAT Test Centre	11/03/2014	150	
BBMBQVA6	Mackain-Bren	Martin	Financial Performance (AQ2010)	FNPF	10325038	Not Yet Competent	AAT Test Centre	17/03/2014	150	
YBVSDBA6	Malinvaud	Elodie	Financial Performance (AQ2010)	FNPF	20007223	Not Yet Competent	AAT Test Centre	26/03/2014	150	
YQJSSJA6	Murphy	Test	Financial Performance (AQ2010)	FNPF	20000927	Not Yet Competent	AAT Test Centre	18/03/2014	150	
AD7HGA6	Papin	Jean Perre	Financial Performance (AQ2010)	FNPF	20034344	Not Yet Competent	AAT Test Centre	02/04/2014	150	
KLJWSTA6	Patel	Anisha	Financial Performance (AQ2010)	FNPF	20007229	Not Yet Competent	AAT Test Centre	21/03/2014	150	

In the below screenshot the first student has been selected then the Ctrl key has been held while the other students have been selected.

Home	Assessment Schedules			Invigilation	Results		SA Local Admin		My Profile	Centre Statistics	
<div>Reset Filters</div>											
Keycode	Surname	Forename	Qualification	Assessment ...	Membership no.	Result	Centre Name	Completed	Duration		
CBR6QXA6	5	Test	Financial Performance (AQ2010)	FNPF	20005985	Not Yet Competent	AAT Test Centre	18/03/2014	150		
LXKG2FA6	Alberto	Luis	Financial Performance (AQ2010)	FNPF	20034331	Competent	AAT Test Centre	02/04/2014	150		
CAADN3A6	Attia	Shahid	Financial Performance (AQ2010)	FNPF	20000171	Not Yet Competent	AAT Test Centre	17/03/2014	150		
HPEJBJA6	Biscan	Igor	Financial Performance (AQ2010)	FNPF	20034351	Not Yet Competent	AAT Test Centre	18/03/2014	150		
ZD2MVUA6	Bony	Wilfried	Financial Performance (AQ2010)	FNPF	20034408	Competent	AAT Test Centre	02/04/2014	150		
5WHNATA6	Burbridge	Gary	Financial Performance (AQ2010)	FNPF	10277528	Competent	AAT Test Centre	02/04/2014	150		
DYMQYTA6	Friday	Test	Financial Performance (AQ2010)	FNPF	20000731	Not Yet Competent	AAT Test Centre	18/03/2014	150		
P6GDHGA6	Mackain-Brenr	Martin	Financial Performance (AQ2010)	FNPF	10325038	Not Yet Competent	AAT Test Centre	11/03/2014	150		
BBMBQVA6	Mackain-Brenr	Martin	Financial Performance (AQ2010)	FNPF	10325038	Not Yet Competent	AAT Test Centre	17/03/2014	150		
YBVSDBA6	Malinvaud	Elodie	Financial Performance (AQ2010)	FNPF	20007223	Not Yet Competent	AAT Test Centre	26/03/2014	150		
YQJSSJA6	Murphy	Test	Financial Performance (AQ2010)	FNPF	20000927	Not Yet Competent	AAT Test Centre	18/03/2014	150		
AD7HG6A6	Papin	Jean Perre	Financial Performance (AQ2010)	FNPF	20034344	Not Yet Competent	AAT Test Centre	02/04/2014	150		
KLJWSTA6	Patel	Anisha	Financial Performance (AQ2010)	FNPF	20007229	Not Yet Competent	AAT Test Centre	21/03/2014	150		

AAT Test Centre ACPR (AQ2013)

Assessment Completion Dates: 11/03/2014 - 25/03/2014



Results Summary:

Candidate Name	Membership no.	Test Date	Result
Janwb Butnwb	20033949	2014-03-20	Competent
Jarxk Butrxk	20033950	2014-03-20	Competent
Test Murphy	20000927	2014-03-11	Not Yet Competent

Above is an example of a Results Summary Report for three students.

Candidate breakdown

The candidate breakdown shows how each learning outcome was met by the student (Significantly below, Below requirement, Borderline, Met, Exceeded). Also provided is an explanation of the feedback descriptors. Again, you can select one or multiple students to run the Report for, or use the Reporting Wizard.

To print or save this document, right click on the document.

ACPR (AQ2013)

Assessment Completion Dates: 12/03/2014 - 26/03/2014

ddt

Candidate Name	Membership no.	Test Date	Result
Igor Biscan	20034351	21/03/2014	Not Yet Competent

This statement provides you with a general indication of how you performed against the criteria for each topic on this occasion.

There are five feedback descriptors. Each feedback descriptor covers a range of marks. Each descriptor also provides an indication of how you have performed in relation to the minimum requirement needed to demonstrate competence in that task, and includes generic advice to you on how to proceed with your studies or continued professional development.

Exceeded: your performance exceeded the minimum requirement. Try to maintain this level of performance.

Met: your performance met the minimum requirement. To maintain or exceed this performance level you should regularly revisit the topics in this area.

Borderline: your performance was close but did not meet the minimum requirement. Further study of the topics covered by this task is still needed.

Below requirement: your performance was not strong enough to meet the minimum requirement on this occasion. Further study of the topics covered by this task is important.

Significantly below requirement: your performance fell significantly below the minimum requirement. There was little evidence of learning. Significant further study of the topics covered by this task is essential.

For tasks worth less than ten marks, Met is the highest feedback descriptor that can be assigned.

You need to demonstrate competence in each section of the CBT and overall. The result for each section is based on the total credit achieved across the tasks in that section.

Results Breakdown:

Accounts Preparation	Result
This is not a certificate. This is a provisional result only. Page 1 of 4	

1. Non-current assets register	Did not meet
2. Ledger accounts for non-current assets	Did not meet
3. Accounting for accruals and prepayments of income and expenses	Did not meet
4. Prepare a trial balance and reconciliations	Did not meet
5. Accounting adjustments in extended trial balance (ETB) or journals	Did not meet
6. Extend the trial balance and show knowledge of accounting framework, accounting	Did not meet

This feedback is simply intended to provide students with a snapshot of their performance at the time of the assessment. The feedback statements are automatically generated within SecureAssess, in a standard format across all CBAs to help students to identify their strengths and any topic areas requiring further study.

Assessment Breakdown

The Assessment Breakdown shows how a selected cohort of students performed at each learning outcome as a group, rather than by individual students. When you run the report for multiple students it automatically averages out the performance of the cohort in terms of the performance descriptors.

This is useful if you would like to see the average performance for a particular class for a particular assessment.

Accounts Preparation	Result
1. Non-current assets register	Did not meet
This is not a certificate. This is a provisional result only. Page 1 of 2	
2. Ledger accounts for non-current assets	Did not meet
3. Accounting for accruals and prepayments of income and expenses	Did not meet
4. Prepare a trial balance and reconciliations	Did not meet
5. Accounting adjustments in extended trial balance (ETB) or journals	Did not meet
6. Extend the trial balance and show knowledge of accounting framework, accounting equation, records, and standards	Did not meet

It also provides an explanation of the different feedback descriptors, as shown below.

There are five feedback descriptors. Each feedback descriptor covers a range of marks. Each descriptor also provides an indication of how you have performed in relation to the minimum requirement needed to demonstrate competence in that task, and includes generic advice to you on how to proceed with your studies or continued professional development.

Exceeded: your performance exceeded the minimum requirement. Try to maintain this level of performance.

Met: your performance met the minimum requirement. To maintain or exceed this performance level you should regularly revisit the topics in this area.

Borderline: your performance was close but did not meet the minimum requirement. Further study of the topics covered by this task is still needed.

Below requirement: your performance was not strong enough to meet the minimum requirement on this occasion. Further study of the topics covered by this task is important.

Significantly below requirement: your performance fell significantly below the minimum requirement. There was little evidence of learning. Significant further study of the topics covered by this task is essential.

For tasks worth less than ten marks, Met is the highest feedback descriptor that can be assigned.

You need to demonstrate competence in each section of the CBT and overall. The result for each section is based on the total credit achieved across the tasks in that section.

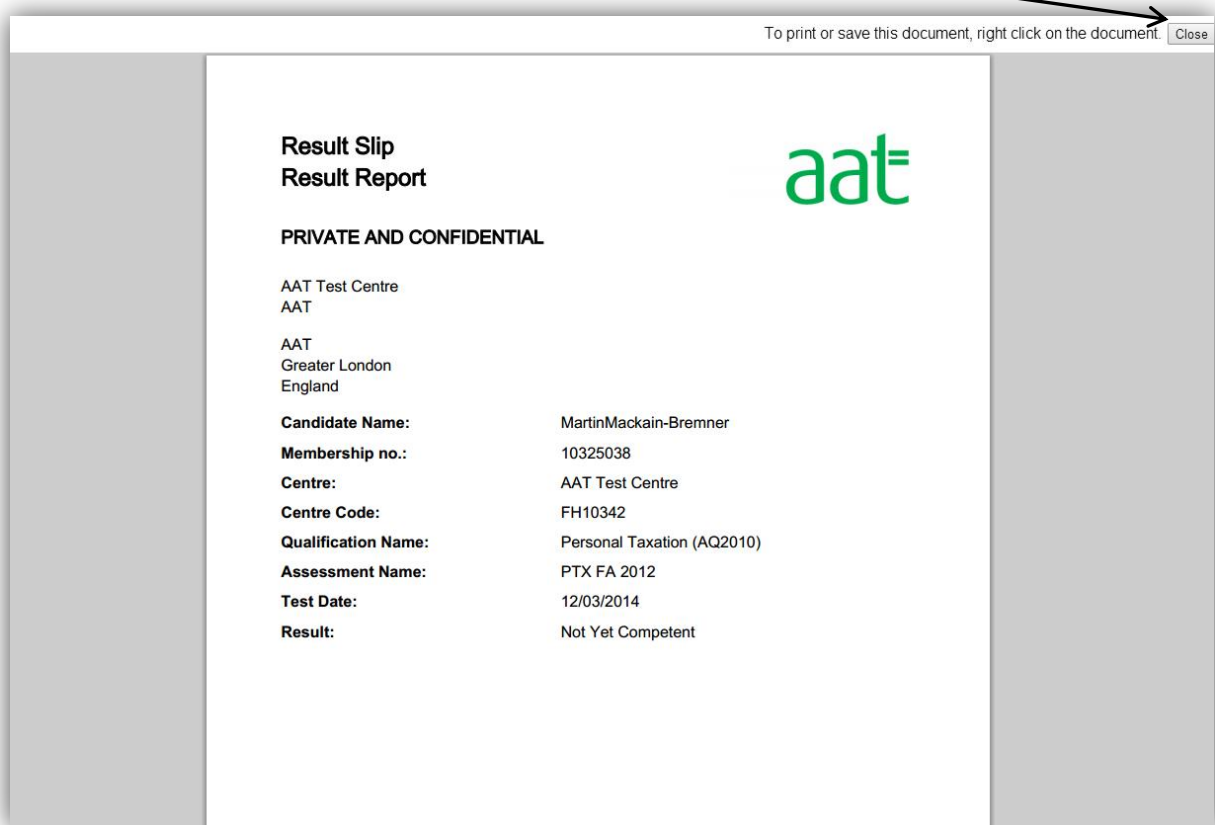
Results Slips

This section of the report comprises of provisional results slips for the students, indicating whether they were Competent or Not yet competent. This is not given as an official result.

As with all the other Result Reports, once you have generated the report, if you right click on it you can either print it or save it to PDF.

Again, you can select individual or multiple students to run the report for, or use the Reporting Wizard to run it for a particular cohort.

Please note that once the report is open the only way to close it and go back to the main Results screen is to click the Close button at the top right hand side of the page, as shown below.



To print or save this document, right click on the document. Close

Result Slip
Result Report

PRIVATE AND CONFIDENTIAL

AAT Test Centre
AAT

AAT
Greater London
England

Candidate Name:	MartinMackain-Bremner
Membership no.:	10325038
Centre:	AAT Test Centre
Centre Code:	FH10342
Qualification Name:	Personal Taxation (AQ2010)
Assessment Name:	PTX FA 2012
Test Date:	12/03/2014
Result:	Not Yet Competent

View Marked Assessments

Note: This tab is only available to Assessors and Internal Verifiers.

This tab is where you will be able to view completed CBPs which have been assessed and internally verified.

You are able to filter the information on this tab by using the arrows next to each column title.

If you are associated to more than one centre, you can filter by clicking the arrow next to Centre Name

and typing the centre's name into the search box .

You can also filter using student membership numbers, their names, the qualification or assessment name, the date the assessment was completed or mark.

If you wish to clear the filters you have added just click Reset Filters which can be found at the top right of the screen.

To view an assessment you can highlight an assessment by clicking once on the line of the assessment which will turn the row green. Then click the View Responses button at the bottom right of the screen.

Alternatively you can just double-click anywhere on the line of the assessment.

An assessment script will now open which you can start to verify.

When you have selected the assessment script to view you will see a page similar to this:

The name of the assessment

The student's name

Click to see the marking scheme

Click to see the assessor's and IV's input

Click to access the assessment data

Click to see all the files uploaded to this assessment

For invigilated CBPs that do not require access to external software programmes such as Excel the tasks will be listed and accessed via this drop down menu

Question: 1.1(marked)

Comment: 1.2

1.3

1.4

1.5

1.6

View Marked Assessment | ASSESSMENT NAME: SecureAssess Test | CANDIDATE: Test Candidate 21

Section: Section 1 Question: 1(marked)

View Mark Scheme View Marking History Add Comment Replay

The marks should be entered in the marked metadata pop-up.

Computerised Accounting (CPAG) - Sample assessment

Download the assessment data file
Click on the button shown below to download the assessment data file. Save it to your computer, then open the document.

Computerised Accounting data

Complete the tasks in the assessment
The full details of each task are provided in the assessment data file. The objectives of each task are listed on pages 1.1 and 1.2 of this interactive assessment environment. Once each task is complete, select the check box alongside each objective to show that it has been completed. Check boxes are provided for your assistance, and do not constitute formal evidence that a task has been completed.

Task 1
Set up customer records ☒

Task 2
Set up supplier records ☒

Task 3
Set up nominal ledger accounts ☒

Task 4
Process invoices/credit notes for customers ☒

Task 5
Process invoices/credit notes for suppliers ☒

Task 6
Allocate monies received ☒

Submit the evidence required
If you have generated PDFs or screenshots instead of printing, these files **must** be uploaded using the button shown below. If you have provided your evidence as printed files, you should pass these to your invigilator on request. You are not required to re-upload the assessment data file.

Upload files

Complete the assessment
If you need to leave a note for the assessor - for example, explain any files you have or have not attached - you can do this in the box shown below. Once you have completed all the steps above, you **must** click 'Finish' to submit your assessment for marking. Please note: once this submission is made, you will not be able to upload any other files.

Learning Outcomes

02. Set up supplier records	1	/1
03. Set up nominal ledger	1	/1
04. Process invoices and credit notes for customers	0	/1
05. Process invoices and credit notes for suppliers	1	/1
06. Allocate monies received	0	/1
07. Allocate monies paid	1	/1
08. Process receipts and payments for non-credit transactions	0	/1
09. Process recurring receipts and payments	0	/1
10. Process petty cash receipts and payments	0	/1
11. Process journal entries	0	/1
12. Perform a periodic bank reconciliation	0	/1
13. Maintain the safety and security of computerised data	0	/1
14. Produce reports	0	/1

Mark: 5/14

Other types of CBPs are marked using this grid. This box can be moved about the screen for your convenience.


Marking history

Clicking the View Marking History button will show an audit trail of how the assessment was marked. This includes the computer marked tasks, the human marked tasks and any additional input made by the Internal Verifier.

Marking History			
Date	Name	Mark	Comment
16/07/2014	Computer Marked	0/1	Computer marked where applicable
16/07/2014	Hali Ghanty	1/1	THIS IS GOOD

View downloads

Where appropriate you can view files uploaded by the student, and any files uploaded by the assessor or internal verifier by clicking on the upload files button on screen. This will return you with the below view which contains information relating to the upload of each file. To view the uploaded files, click on the downward pointing green arrow and follow the instructions.

Download Manager						
File Name	File Type	Date Uploaded	User Type	Uploaded By	Reason	
TEST6	.pdf	09/07/2014	Candidate	Pamela Alphonse		

My Profile

My Profile details all the information specific to your user account. Use this page to view and amend your personal details and password.

The screenshot shows the 'My Profile' page with a green navigation bar at the top containing links: Home, Assessment Schedules, Invigilation, Results, SA Local Admin, My Profile (active), and Centre Statistics. Below the navigation bar is a 'Personal Details' section. It is divided into two columns. The left column, titled 'User Details', contains fields for: User Name (TestUsername), Forename (AAT), Middle Name (empty), Surname (Test), Date of Birth (1 January 1984), Membership no. (10101010), and Gender (radio buttons for Male, Female, and Unspecified, with Female selected). The right column, titled 'Contact Details', contains fields for: Address Line 1 (AAT), Address Line 2 (140 Aldersgate Street), Town (London), County (Greater London), Country (England), Post Code (EC1A 4HY), Email (kate.chillery@aat.org.uk), and Phone (02073973012). At the bottom of the 'Personal Details' section are two green buttons: 'Change My Details' and 'Change My Password'.

Personal details

To change your details:

Enter the new details in the fields provided

Select the 'Change My Details' button to confirm the changes you've made

Note: The telephone number and email address should be the ones on which you can be most easily contacted.

Change password

To change your password:

- Select the 'Change My Password' button.
- Enter your old password.
- Confirm your old password.
- Enter your new password.
- Select 'OK'.

The screenshot shows a 'Change My Password' dialog box with a green header. Inside, under the heading 'Password Details', there are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below these fields is a text label: 'Allowed characters: Alpha-numeric characters and !,.,?,-,~:@£\$%'. At the bottom right of the dialog box are two buttons: 'OK' and 'Cancel'.

Note: It is recommended that you change your password when you first logon to SecureAssess.

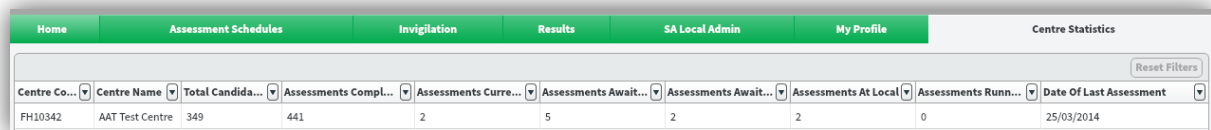
When you have entered your old password and your new password (twice), you should click 'OK' to confirm the change. You will be notified of the successful change by a dialogue box like the following:



Centre Statistics

Anyone with Centre Administrator permissions can view Centre Statistics.

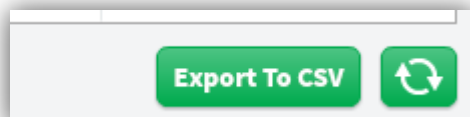
The 'Centre Statistics' tab contains a breakdown of assessments taken at your centre, and their current status. On this page you will see the following columns:

A screenshot of the 'Centre Statistics' tab in the SecureAssess application. The interface shows a navigation bar with tabs: Home, Assessment Schedules, Invigilation, Results, SA Local Admin, My Profile, and Centre Statistics. Below the navigation bar is a table with columns: Centre Co..., Centre Name, Total Candida..., Assessments Compl..., Assessments Curre..., Assessments Await..., Assessments Await..., Assessments At Local, Assessments Runn..., and Date Of Last Assessment. A 'Reset Filters' button is located at the top right of the table. The table contains one row of data for Centre FH10342, AAT Test Centre, with values: 349, 441, 2, 5, 2, 2, 0, and 25/03/2014.

Centre Co...	Centre Name	Total Candida...	Assessments Compl...	Assessments Curre...	Assessments Await...	Assessments Await...	Assessments At Local	Assessments Runn...	Date Of Last Assessment
FH10342	AAT Test Centre	349	441	2	5	2	2	0	25/03/2014

- Centre Code
- Centre Name
- Total Candidates
- Assessments Completed
- Assessments Currently Scheduled
- Assessments Awaiting Marking
- Assessments Awaiting Release (or awaiting verification)
- Assessments Running
- Date of Last Assessment

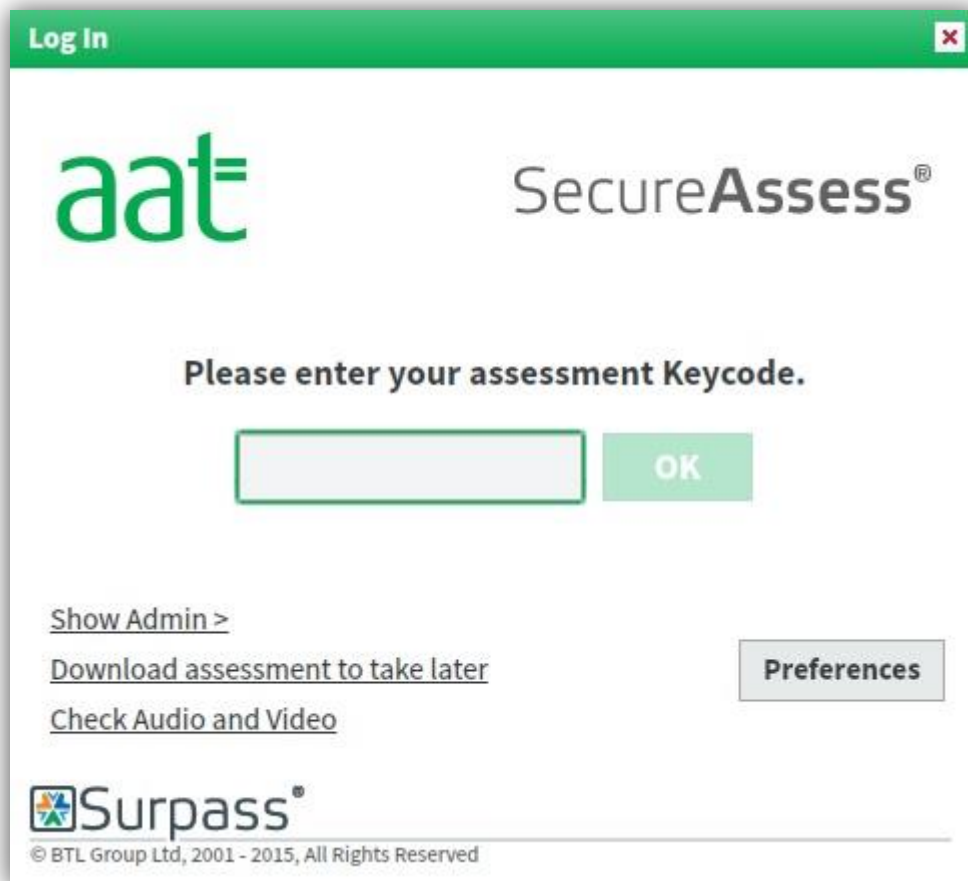
This information can be exported as a .csv file by clicking the button at the bottom of the screen.



Appendix 1: Using the SecureClient

AAT's assessments require the SecureClient. This is a program that is run when a student wants to take an assessment.

The SecureClient should be installed on all computers that students may use to sit assessments. The SecureClient can be run from a desktop shortcut, or from the 'Start' menu.



The screenshot shows a window titled "Log In" with a green header bar. The window contains the AAT logo on the left and the "SecureAssess®" text on the right. Below the logos, the instruction "Please enter your assessment Keycode." is displayed. A text input field is provided for the keycode, followed by a green "OK" button. At the bottom left, there are three links: "Show Admin >", "Download assessment to take later", and "Check Audio and Video". A "Preferences" button is located at the bottom right. The Surpass® logo is at the bottom left, and the copyright notice "© BTL Group Ltd, 2001 - 2015, All Rights Reserved" is at the bottom center.

Upon starting the SecureClient, the student will be presented with a screen asking them to enter their keycode, and their assessment proceeds as normal when they enter this.

On launching the client a diagnostic tool will start, if the machine does not meet certain criteria you will be informed. A full list of minimum requirements can be found in the installation guides.

Appendix 2: Unhiding the Start button in SecureClient

It has been brought to our attention that some display formats (mostly widescreen/ letterbox) are obscuring the Start button in SecureClient with the bottom taskbar. This is happening in cases where the students monitor is of the correct resolution.

This document will show you three ways in which to resolve this:

1. Ensure the full screen mode is activated
2. Zoom out
3. Hiding the bottom taskbar

1. Ensure that full screen mode is activated

Pressing **F11** will activate full screen mode in both Internet Explorer and Windows Explorer.

On laptops or some multimedia keyboards, you may need to press the **F Lock** (Function) key or press and hold the **Fn** key and the **F11** together instead of just **F11**.



When in full screen **F11** mode, Auto-Hide hides the address bar and toolbar of your browser as well as the taskbar at the bottom of your screen until you move the mouse pointer over them.

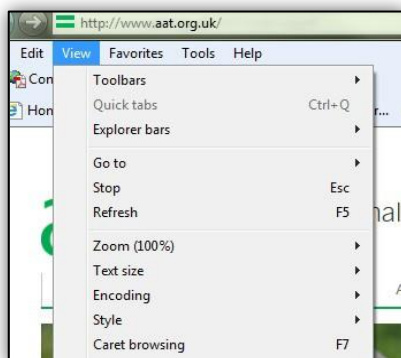
Press **F11** or **Esc** to resume normal viewing mode.

2. Zoom out

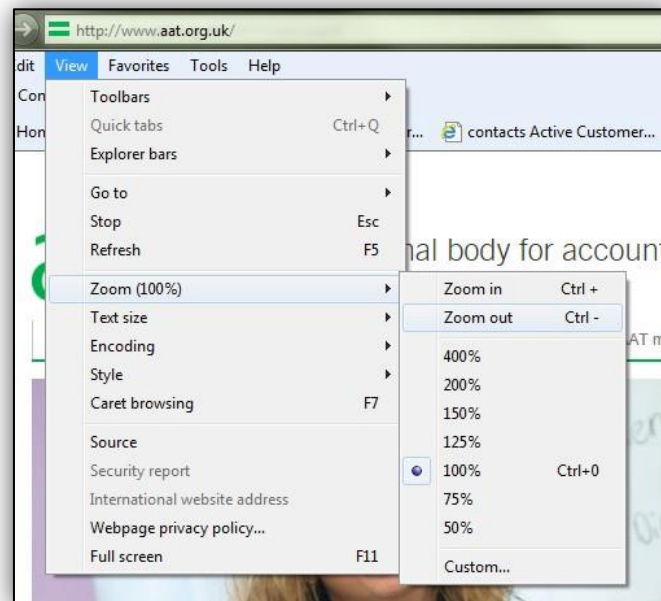
If you are viewing an assessment using a web browser you may be able to zoom out of the webpage in order to view the Start button.

You can zoom out of a web page that you are currently displaying by select the View button found in the left-hand corner of Internet Explorer and then scrolling down to select Zoom.

Click View in the browser toolbar.



This menu will appear after you have selected Zoom:



You may now select how much to zoom in or out by.

Note:

To quickly zoom in to a web page that you are currently viewing, press and hold the **Ctrl** key and press the **+** (plus) key. To quickly zoom out of a web page, press and hold the **Ctrl** key and press the **-** (minus) key.

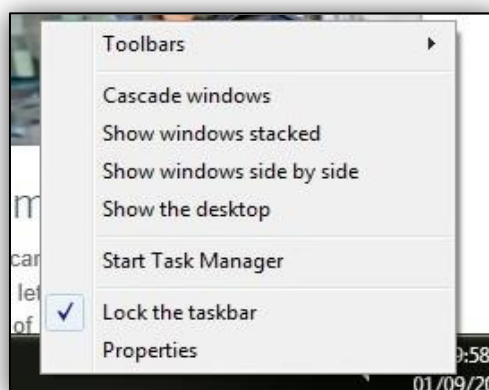
3. Hiding the bottom task bar

You could either hide or move the bottom task bar in order to see the Start button.

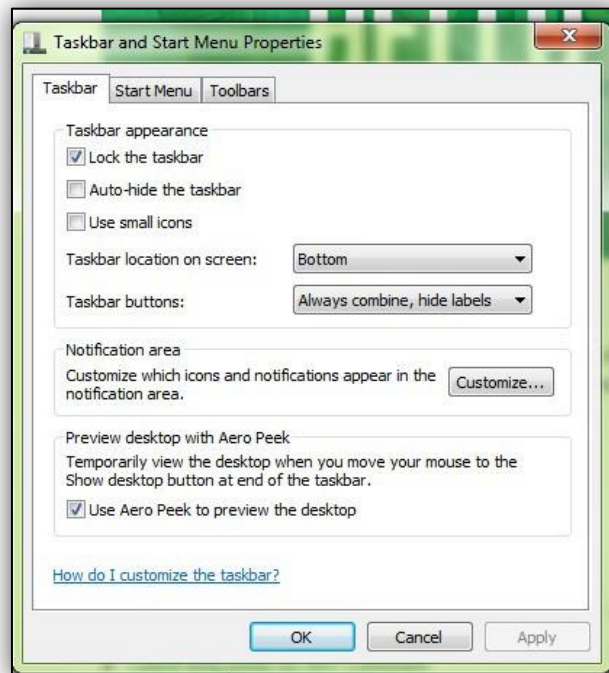


To hide or move the task bar, place your mouse pointer over the bar (not a programme icon).

Once hovering over the bar click your right mouse button. This will activate this menu.

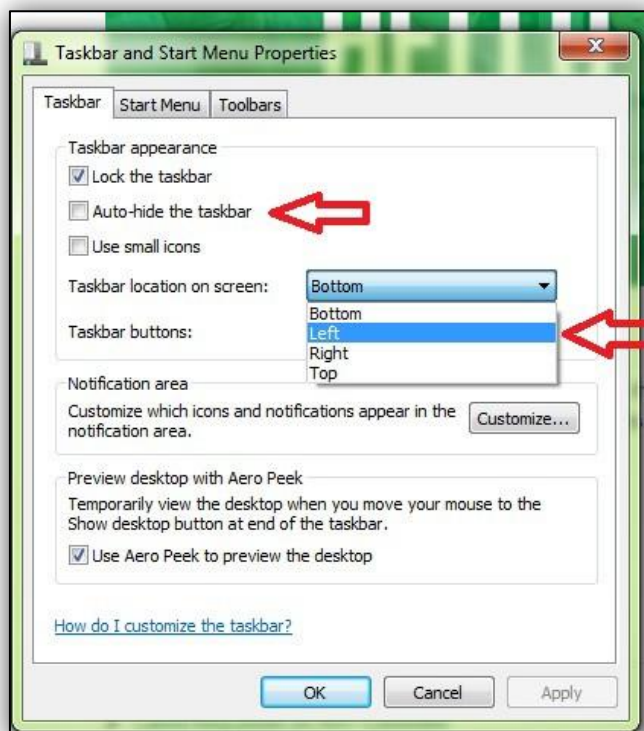


Select the bottom option, properties. You will then see this menu:



At this point you have a couple of options; you can either hide the taskbar altogether or simply move it to another location on screen.

To hide the taskbar, select Auto-hide the taskbar. This will hide the taskbar permanently until you change the settings back.



The second option is by selecting to position the taskbar vertically, up the side of the screen on the left-hand side. This is achieved by clicking the drop down menu opposite the Taskbar location on screen menu item. Then, click Left.

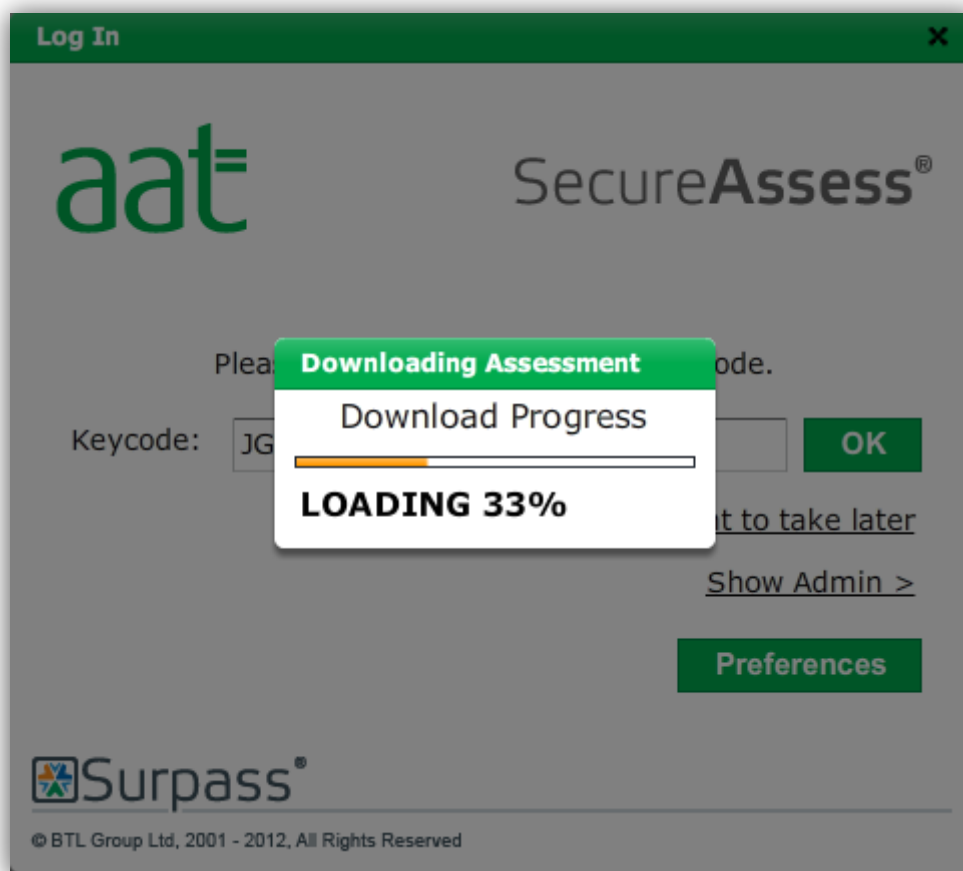
Remember to click OK after selecting which option you wish to activate.

Appendix 3: Loss of connection in an assessment

Resilience caching (for lost server connections)

All assessments that use SecureClient use resilience caching as standard. This is designed for Online assessments (intended to have a constant connection to the server). Resilience caching ensures that loss of connectivity during an assessment will not have a bearing on the delivery of the question items and the saving of the students' answers, preference settings, and so on.

Resilience caching prompts SecureClient to download all assessment content once the student has entered their keycode; this is accompanied by a pop-up showing download progress:



Once the content has downloaded, the confirmation screen will enable the student to confirm their details are correct before starting the assessment.

The questions and answers will continue to be read and saved to the SecureAssess assessment server during the assessment as long as a connection exists between the server and SecureClient. Answers are also saved to the local machine if the connection fails.

If the connection to the SecureAssess assessment server fails, SecureClient will continue to store answers on the student's computer until the end of the assessment.

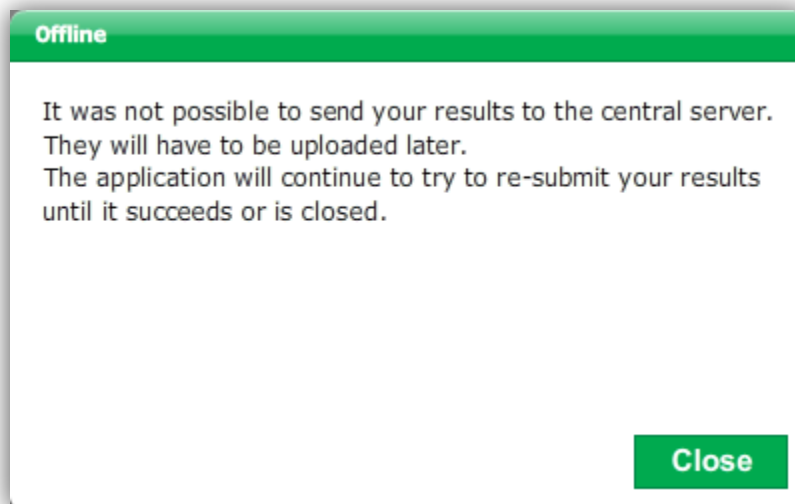
When there is a lost connection the assessment items will be read from the computer's local file system (from when they were downloaded to the student's computer at the beginning of the assessment).

Important: If the connection to the assessment server is lost, there may be a short delay while the SecureClient attempts to re-establish a connection to the server first, before switching to the local computer's assessment cache. If the assessment appears to have frozen, it might be retrying the connection to the server, so allow some time to go through this process before escalating the issue.

Resilience caching and submitting the assessment

When the student attempts to submit their assessment using the Finish button and confirmation pop-up boxes, SecureClient will try to establish a connection to the SecureAssess server. If this connection can be established then the assessment will be automatically uploaded to the server.

If a connection cannot be established to the assessment server, a message will be displayed:

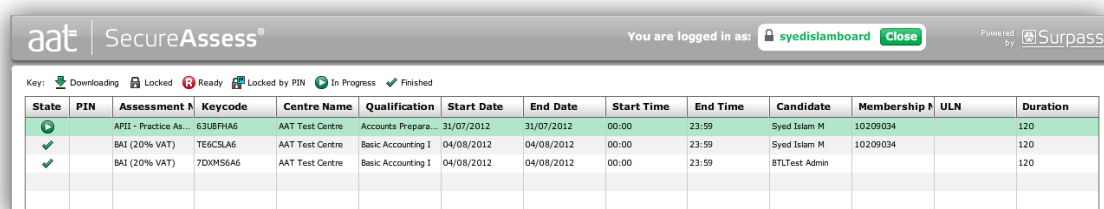


This pop-up can be left on-screen, in which case SecureClient will continue to try and re-establish a connection to the server and automatically upload the assessment.

There may be situations where the computer cannot be left to automatically upload the completed assessment; if this is the case then this pop-up can be closed.

Every time the SecureClient is launched, it will check for any assessments that need uploading and it will attempt to upload them if a connection to the server can be established.

If you wish to see the state of any assessments that are currently cached on a computer, you can log into the show admin interface of the SecureClient using the Show Admin button on the keycode entry screen:

The image shows the SecureAssess Admin Interface. At the top, it says "aat SecureAssess®". On the right, it says "You are logged in as: syedislamboard" with a "Close" button. Below this is a key: Downloading (green circle), Locked (red circle), Ready (red circle), Locked by PIN (blue circle), In Progress (green circle), and Finished (green checkmark). The main part of the interface is a table with the following columns: State, PIN, Assessment Name, Keycode, Centre Name, Qualification, Start Date, End Date, Start Time, End Time, Candidate, Membership ID, ULN, and Duration. The table contains three rows of data, all with a green checkmark in the State column.

State	PIN	Assessment Name	Keycode	Centre Name	Qualification	Start Date	End Date	Start Time	End Time	Candidate	Membership ID	ULN	Duration
✓		APII - Practice As...	63UBFH46	AAT Test Centre	Accounts Prepara...	31/07/2012	31/07/2012	00:00	23:59	Syed Islam M	10209034		120
✓		BA1 (20% VAT)	TEGSLA6	AAT Test Centre	Basic Accounting I	04/08/2012	04/08/2012	00:00	23:59	Syed Islam M	10209034		120
✓		BA1 (20% VAT)	7DKM56A6	AAT Test Centre	Basic Accounting I	04/08/2012	04/08/2012	00:00	23:59	BTLLTest Admin			120

Uploading assessments/results back to SecureAssess

As mentioned already, if a connection is available at the end of the assessment, the results will be uploaded automatically.

If there is no connection, finished assessments will be stored on the SecureClient. SecureClient will then attempt to connect to the server upon start-up in order to automatically upload any finished assessments.

Appendix 4: Accessibility

Screen magnifier

As part of the continuing developments to the SecureAssess system, it is now possible to use the following screen magnifiers with the SecureClient:

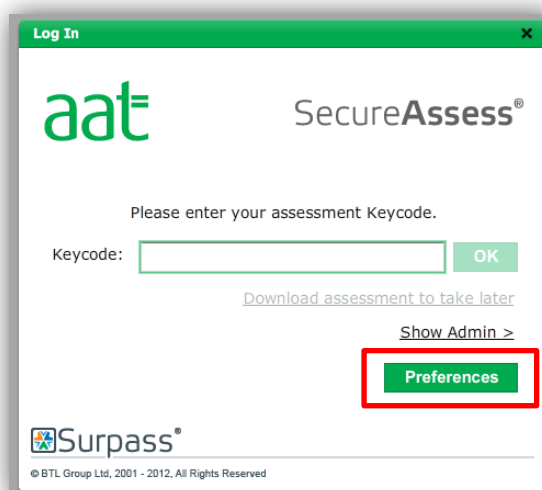
Windows 7 Screen magnifier (this is the magnifier that is part of Windows 7)

Zoomtext (<http://www.aisquared.com/zoomtext/>)

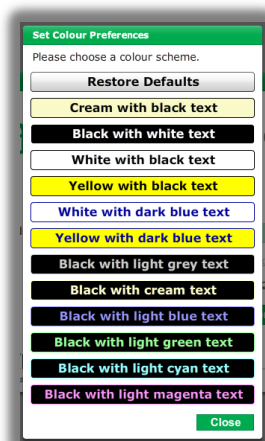
When using the Windows 7 magnifier you will need to select the Lens option in the list of views. This must be done before starting the client.

Colour preferences

The SecureClient can be adjusted to appear with different colour formats. This can be done by selecting Preferences (this also appears in the assessment itself)



This will open the following screen:



After selecting you preference the client will appear as requested, as in the below example.



The image shows a screenshot of a web application window titled "Log In" with a close button (X) in the top right corner. The window has a dark blue header bar. Below the header, the "aat" logo is on the left and "SecureAssess®" is on the right. The main content area is white and contains the text "Please enter your assessment Keycode." followed by a "Keycode:" label, a text input field, and a blue button with a white "OK" icon. Below the input field, there are two links: "Download assessment to take later" and "Show Admin >". A blue button labeled "Preferences" is positioned below the "Show Admin >" link. At the bottom left, there is a "Surpass®" logo and a copyright notice: "© BTL Group Ltd., 2001 - 2012, All Rights Reserved".

For more information on AAT's reasonable adjustment policy please visit the AAT website

Appendix 5: Download Assessment to take later

You are able to download assessments in order for students to be able to take later. This is a good way to ensure that assessments are not interrupted due to poor internet connection.

Schedule your assessments

You can schedule your assessments through SecureAssess as normal

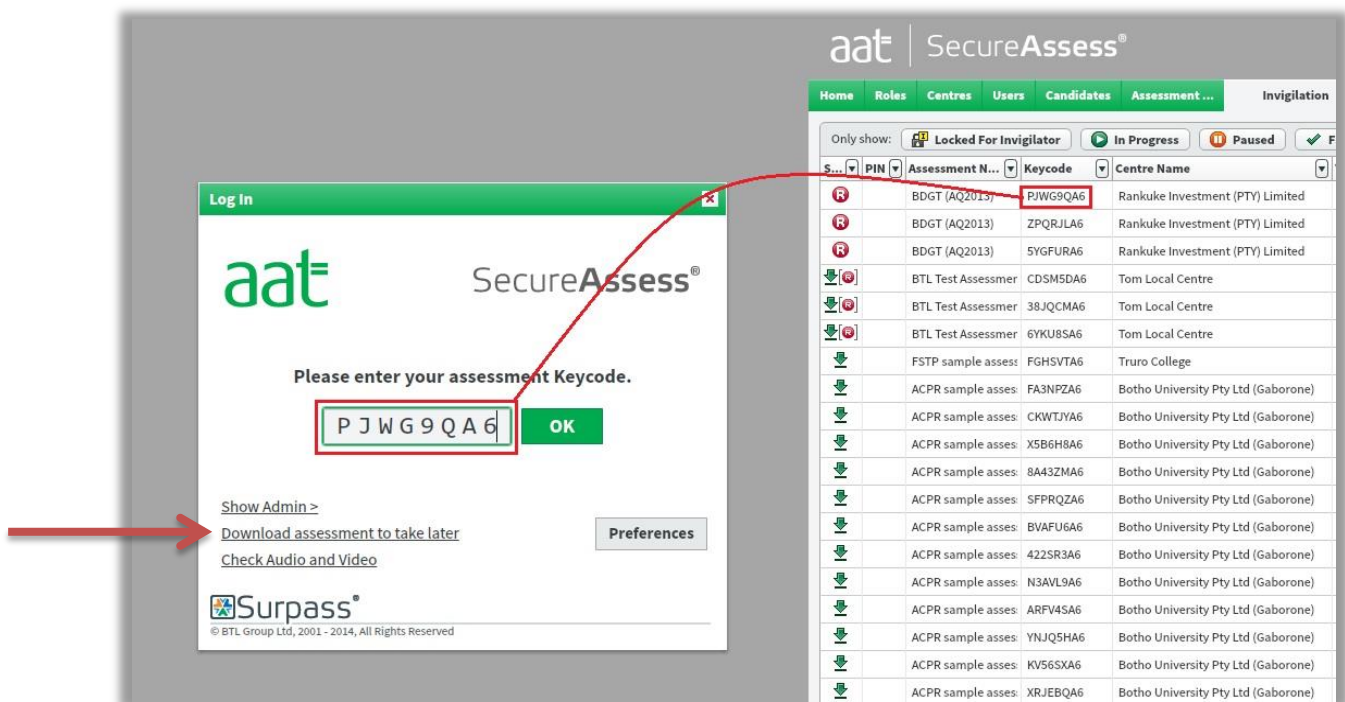
Set PIN

Protect the assessments by setting a PIN code on the invigilation screen of SecureAssess. This will also mean that you will not have to rely on your internet connection to unlock the assessment.

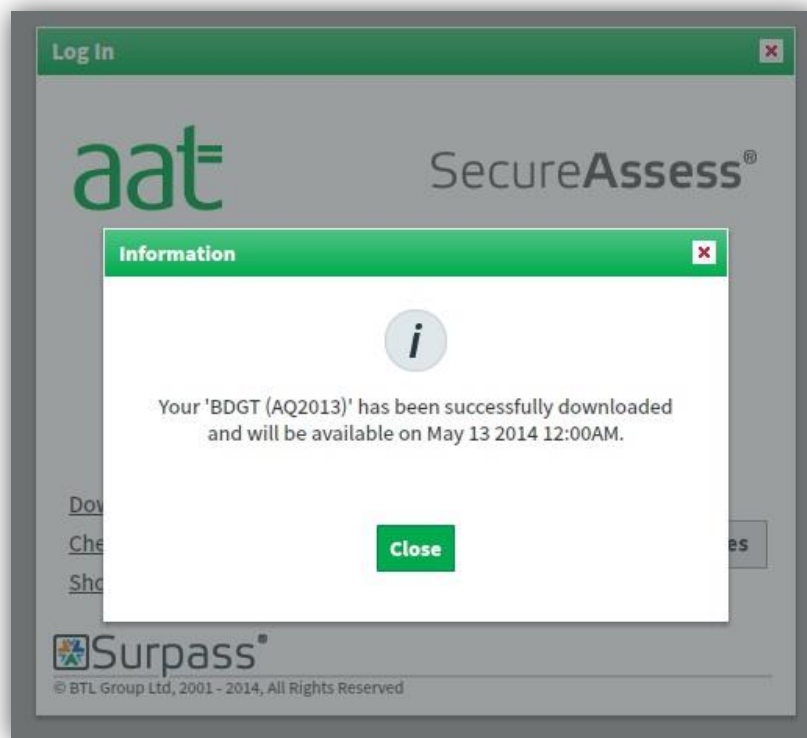


Launch SecureClient

Once you have launched SecureClient enter the assessment Keycode and click on **Download assessment to take later**.



Once the assessment has downloaded you will get this message:



Show Admin



Clicking the Show Admin option will require you to enter your SecureAssess password.

Once you have done this you will see this screen.

[illegible]

The assessment should now be ready to sit on that computer. Close SecureClient.

Check SecureAssess

When you look at the SecureAssess Invigilation screen you may see that the assessment you have just



set up now has the following icons next to it

Sitting the assessment

When the student comes to sit their assessment, make sure that they are sat at the correct computer.

Launch SecureClient on that computer and they will need to enter the PIN number which was set for them.

When they have completed the assessment and clicked finish, if there is an internet connection, it will be submitted and marked.

If there is no internet connection, the assessment will be submitted and marked when there is an internet connection and SecureClient is re-launched.

If this has not worked, open SecureClient and select **Show Admin** and there you will have the option to **Submit Assessment**.

If you have more than one student sitting an assessment

If there is more than one student assessment being sat then this process will need to be repeated each time on a different computer.